

Your Name
Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

If a cover letter is requested by the employer, submit via online application or *attach* cover letter as email.

Dear Mr./Ms. (LAST name if known) : OR, Dear Representative, Dear Human Resources Representative, etc. (Do not use To Whom it May Concern)

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer and briefly specify how you're qualified for this position. Don't repeat all the information on your resume. You may want to include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Mention that your resume is attached and indicate your desire to meet with the employer. You may want to advise them of your flexibility regarding days/times to interview. Include day and evening contact information. Finally, thank the employer for his/her time.

Sincerely,

Your typed name
Your email address

If a cover letter is not specifically requested, consider following the body of this format for an email with your resume attached.

Do *not* include the formal addresses.