Your Present Address

City, State, Zip

Date

Name of Contact Person

Title

Organization/Company

Street Address

City, State, Zip

Dear (Contact Person - Be formal: Dr./Mr./Ms./Mrs.),

**Opening Paragraph** (should address interest and define career objective)

* Create an opening sentence that will make the reader want to continue reading
* State the job for which you are applying and explain how you learned about the position
* Mention the name of the person and what relation they are to the company (if any), who referred you to the organization and vacancy – preferably a colleague of the contact person

**2nd Paragraph** (should develop your career objective and identify what you have that they want – your resume should provide facts to support this)

* Mention a few qualifications you think would be of greatest interest to the employer – use keywords related to the position/industry
* Tell why you are interested in the company and/or type of work
* Indicate any related experience, educational background, or specialized training that might increase your employability

**3rd Paragraph** (should highlight specific experience)

* Make a positive statement of your skills/abilities
* Using examples, demonstrate skills/strengths you will bring to the position
* List accomplishments and achievements and how they will transfer to the job
* Indicate your willingness to relocate if applicable
* Refer the reader to the enclosed qualifications in your resume

**4th Paragraph** (should request an interview) Be positive in your attitude!

* Close by making a specific request for an interview
* If you plan on following up, give an approximate time in which you will follow up with the company to further discuss employment opportunities
* Refer to enclosed documents (resume, references list, writing samples, etc.)- unless you have already done so in the earlier paragraphs
* Make it easy for the person to contact you. List telephone number and days/times (optional) when you can be reached. Also, list an email address.

Sincerely,

(Handwritten signature if you are sending a physical letter)

Type your first and last name