Your Name

Your Address

City, State Zip

(###) ###-####

youremailaddress@email.com

Month Day, Year

Employer Name

Company Name

Company Address

City, State Zip

(###) ###-####

Re: Name of the open position you’re applying for

Dear Mr. or Ms. Name of Hiring Manager:

**1st Paragraph:** State **why** you are writing. If you heard about an opening through a personal reference, immediately tell the employer who you heard it from. If you are writing in response to a job posting you saw on the internet, say so, and say which website you saw the listing posted on. Tell why you are particularly interested in working for the organization, and briefly state your skills, education, and/or experience that would qualify you for the position.

**2nd Paragraph:** Share in more detail about what makes youa good fit for this position. Present your strongest and most relevant qualificationsfirst. Do not repeat the information listed in your resume but expand upon it concisely. Consider the job description and what your employer is looking for and demonstrate your qualifications using your educational background and relevant experience.

**3rd Paragraph:** Close your letter by requesting them to **contact** you, usually for an interview at their convenience. It is very important that your contact information (e-mail, cell phone number) is accurate and that your cell/voice is professional. Make your letter about how you want to serve the organization, not the other way around. Thank the employer for any consideration he/she may give to your application.

Sincerely,

(Your Signature)

Your Typewritten Name

Enclosure: Résumé