

Your Street Address
City, State, Zip

Month, Day, Year

Mr./Ms./Dr. Name
Title
Name of Company/Organization
Company's Street Address
City, State, Zip

Dear Mr./Ms./Dr.:

Paragraph 1: The opening paragraph introduces you to the employer. Relate the position title, how you learned about the opportunity, and why you are the best candidate for the job, based on the qualifications mentioned in the job listing.

Paragraph 2: The middle paragraph establishes why you are the strongest candidate for this position through discussion of your skills and experiences. Include examples of when you have used one or two of your strongest qualifications, explaining how those experiences relate to the needs of the employer. Be specific about why you believe these qualities relate to the position and how you fit what they are looking for. Mention why you are interested in this specific employer and this particular job.

Paragraph 3: The conclusion reinforces your earlier assertions that you are a strong candidate and that you are truly interested in the job and the company. This is where you indicate how you intend to follow up. Refer to your enclosed resume. Point out your contact information.

Sincerely,

(your handwritten signature)

Your Name Typed

Enclosure(s)