Your Name

Your Address

Phone number and email (optional)

Date

Contact Person Title Department

Company or Organization Address

Dear (Contact Person):

Introduction:3 - 4 sentences: I'm writing to express my strong interest in joining [organization]'s team in the position of Oob title]. I learned of this opportunity from my close friend and [organization name] manager, [name of contact]. I would bring to this position [two to three main skills]. Please allow me to give three examples of my qualifications as they relate to your stated requirements.

Argument: 2-3 paragraphs: As a [profession] with [#] years of experience, I have experience with [skills, knowledge, qualifications]. To give one example...

The body paragraphs should reflect the employer's needs and how your skills, knowledge, and experiences match up with them. If applicable, try to use specific data here.

Closing paragraph: I've attached my resume to give you more information about my professional background. I'm excited to learn more about this opportunity. You can contact me at 555-555-5555 or [me.myname@gmail.com.](mailto:me.myname@gmail.com) Thank you for your consideration, and I look forward to hearing from you.

Sincerely, [Signature]

Printed name

Phone number\* Email\*

\*If not present in header