

Your Address*
City, State, Zip
Date of writing

Contact Person, Title (e.g., Esquire, Recruitment Coordinator)
Firm Name
Address
City, State, Zip

Dear :

Begin by telling the employer who you are and why you are writing, though you should not say "My name is ." A creative introduction will catch the attention of the employer. Point out why you should be considered for the position. Reference should be made to the position for which you are applying as well as where you read or heard about the position.

This is where you need to sell yourself. Relate your skills and qualifications, whether direct or transferable, to the needs of the employer by setting forth relevant experience, accomplishments, and training and how it benefits the employer. Be sure to use accomplishments on your resume to support assertions about yourself; be careful not to simply restate what is in your resume. For example, instead of simply stating that you have strong research and writing skills, support your assertion with your experience: "While working for Smith & Jones, I was able to further develop my research and writing skills by ...". You should also state why you are interested in working for this employer as well as your relevant areas of interest; keep in mind however, that the principal focus should be on what you can do for them, not what the job can do for you.

The closing should pave the way to an interview. Mention when and where you may be reached for an interview. Be sure to include your telephone number (even if it appears on your resume). Make clear your desire for an interview and your appreciation of their consideration of you as an applicant. Very truly yours,

Your name typed
Enclosure

*If you are using this format, your name should not appear as part of the return address since it appears below as the signature line. If, however, you are creating a "letter-head" style of stationary, your name should appear first in the return address.