

Your Name  
Street Address  
City, State Zip Code  
Phone Number

Date

Individual's Name  
Job Title  
Name of Organization  
Street Address  
City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_:

**First Paragraph:** State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

**Second Paragraph:** Explain why you're interested in working for this employer and specify how you're PERFECT for this position. Don't repeat the information on your resume. Include something special or unique about yourself, for example certain set of skills, that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

**Third Paragraph:** Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Finally, thank the employer for his/her time.

Sincerely,

*(Your Signature in blue or black ink)*  
Your typed name