

Your Present Address
City, State, Zip Code
Date of Writing

Mr. John Blank
Title
Company
Street Address
City, State, Zip Code

Dear Mr. Blank:

1st Paragraph – Tell why you are writing: name the position, or field, or general vocational area about which you are asking. Tell how you heard of the opening or organization.

2nd Paragraph – Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to the employer's point of view. Tell why you are interested in the company, location, or type of work. If you have had related experience, or specialized training, be sure to point it out. Indicate willingness to relocate if appropriate.

3rd Paragraph – Refer the reader to the enclosed resume and the fact that you will send full credentials giving additional information concerning your background and interests.

4th Paragraph – Close by making a specific request for an interview suggesting date and time. Indicate that you will call to set up an interview appointment. If instead of wanting an interview, your request is for further information, it would be polite to enclose a self-addressed stamped envelope. Make sure your closing is not vague, but makes a specific action from the reader likely,

Sincerely,

Your Signature

Type Your Name