Your street address

Your city, state, zip code

Month, Day, Year

Mr./Ms./Dr. Name

Title

Name of company/organization

Company address

City, State, Zip code

Dear Mr./Ms./Dr. Last Name:

Paragraph 1: Answers “Why am I writing?”

* + Identify the position and the company
  + Indicate how you learned about the position
  + Request the employer’s consideration
  + Introduce basic information about yourself

Paragraph 2: Answers “Who am I, and why should you hire me?”

* + Contain a brief summary of your personal data and work experience.
  + Relate your skills, experiences, and qualities that would benefit you in this position

Paragraph 3: Answers “What is my next step?”

* + Refer the reader to your enclosed resume
  + Reiterate your interest in the position
  + Specify how you will follow up

Sincerely,

Your signature

Your name

Telephone number

Email address