

Date of Letter

Use complete title and address. (optional section if you need to save space)

Contact Name  
Contact Title  
Company Name  
Street Address  
City, State, Zip Code

Dear \_\_\_\_\_:

Address to a particular person if possible and remember to use a colon.

**Opening paragraph:** Clearly state why you're writing, name the position or type of work you're exploring and, where applicable, how you heard about the position or organization. A summary statement may work well here by including three reasons you think you would be a good fit for the opportunity.

Make the addressee want to read your resume. Be brief, but specific.

**Middle paragraph(s):** Explain why you are interested in this employer and your reasons for desiring this type of work. If you've had relevant school or work experience, be sure to point it out with one or two key examples; but do not reiterate your entire resume. Emphasize skills or abilities that relate to the job. Be sure to do this in a confident manner and remember that the reader will view your letter as an example of your writing skills.

Remind the reader of what you can do for the organization.

**Closing paragraph:** Reiterate your interest in the position, and your enthusiasm for using your skills to contribute to the work of the organization. Thank the reader for their consideration of your application, and end by stating that you look forward to the opportunity to further discuss the position.

Sincerely,

Your name typed