Street

City, State Zip Code

Phone Number

Email Address

Your Name

Date

Contact Person’s Name, Title

Company Name

Company Address

City, State Zip Code

Dear Contact Person’s Name:

Reveal your purpose and interest (tell what position you are applying for). Also identify how you became aware of the opening (your source). (2 to 3 sentences)

Briefly say why you are a good candidate. Then continue to sell yourself personally as well as stating your strongest qualifications that match the position requirements. Also provide evidence of your related experiences and accomplishments. (4 to 5 sentences)

Ask for an interview at the employer’s convenience. Tell how and where you can be reached. Thank the employer for considering your application and tell them you are anxious to hear from him/her. (2 to 3 sentences)

Sincerely,

Your Name

Enclosure