Your present address

City, State, ZIP

Date

Person’s Name

Title

Company

Address

Dear Full Name (or Hiring Manager),

**FIRST PARAGRAPH:**

Attract the employer’s interest by briefly touching on your specific interest in the company and/or position. If you have been referred by someone, here is where you mention it. You want to convince the reader that you are interested in them by specifically outlining why you want to work for them and how you would contribute to the organization.

**MIDDLE PARAGRAPH:**

Describe your interest in the position, in the field of work, or in the organization. If you have a related class, volunteer, student activity, or work experience, be sure to mention pertinent data or accomplishments to show that you have specific qualifications and/or skills for this specific position. Refer to key aspects of your resume which relate to the job or employer, but DON’T restate the bullet points of your resume.

**CLOSING PARAGRAPH:**

Mention your interest in discussing the job in person (i.e., ask for an interview). Express appreciation for being considered and include a statement about your desire to have an interview.

Sincerely,

Your typed name