**Include Your Resume Heading**

Copy your resume heading (name, contact information)

Same format and style as your resume

Date

Hiring Manager Name, Title

Company Name

Company Street Address

City, State, Zip Code

Dear Ms./Mr. LastName,

FIRST PARAGRAPH: Tell why you are writing, name the position for which you are applying and tell how you heard of the opening. End this paragraph with a general statement of why you are a good fit for the position – you’ll get more detailed in the next paragraph.

SECOND (& POSSIBLY THIRD) PARAGRAPH: State why you are interested in working for this employer and specify your interests in this type of work. If you have had experience, be sure to point out what particular achievements you have accomplished in this field or type of work. Use the employer’s language. Use specific examples to paint a picture of your work ethic and show how your skills will benefit them.

FINAL PARAGRAPH: Refer to the enclosed resume or credentials which give a summary of your qualifications or to whatever media you are using to illustrate your training, interests, and experience. Have an appropriate closing to pave the way for the interview by offering some suggestion of an immediate and favorable reply.

Sincerely,

Your Signature

Your Name (*Typed*)