Your First Name and Your Last Name-You can use your heading from your resume as your personal stationary

210 Street Address, Apt. #22 (**Your actual street address is optional**)

Houston, Texas 77204 (**Do put the city, state and zip**)

Cell: 832-843-6120; Email: hirebauer@uh.edu

Month, day, year

Ms. /Mr. Last Name or Hiring Committee

Street address optional

City, State, zip

Re: position title and posting # (optional but helpful)

Dear Ms. /Mr. Last Name or Hiring Committee:

Use this space to briefly mention the position you are applying for, how you found out about the position and your background –example-perhaps you found the position on Gateway, or Indeed. Mention your degree, major and a brief comment about your background.

Paragraph two is where you should go in to more detail about your interest in the position and past experiences that may add to your qualifications. Quantify your experience such as: Three years as a financial analyst at a large hospital. Then elaborate on your relevant experience. Focus on what you can bring to the company. Consider briefly mentioning the reason you are interested in working with this particular company. Focus on how you can contribute vs. how you will benefit from the employer.

You can take an active approach by stating you will follow-up on a certain day or you can say: Thank you for your time and consideration of my application.

Sincerely,

Your First Name and Your Last Name (You can use a signature like font if you’d like here)

Your First Name Your Last Name