

USE THE SAME HEADING HERE AS YOUR RESUME!

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph: Why You Are Writing. Remember to include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Include what position, where it is located and how you heard about it.

Middle Paragraphs: This is your “Sales Pitch”. What Do You Have to Offer. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Make connections between your abilities and their needs or your need for information and their ability to provide it. Consider taking key words from the job description and apply them to your own skill sets. What are your strongest qualifications.

Final Paragraph: Thank You and Contact Information. Include any pertinent information for contacting including email, phone, or best time to be reached. If you intend to follow up personally state that you will do so and provide the professional courtesy of indicating when (one week’s time is typical). Make note of an enclosed resume if included in application.

Sincerely, (Hit enter 4x from this location)

DON’T FORGET TO SIGN!

Your Typed Name

Enclosure(s) if more than one.