



Your street address
City, State Zip
Date of writing

Name of employer
Title
Company
Street address
City, State Zip

Dear:

1st paragraph:

Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

2nd paragraph:

Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resume.

3rd paragraph (Optional):

Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company.

4th paragraph:

Indicate how (phone number and/or email) you can be contacted. Thank the reader for his/her consideration.

Sincerely,

(Handwritten signature or leave one space if digital)

Your name typed
Enclosure