Your Present Address
City, State Zip Code
Email Address
(Area Code) Phone Number

Month Date, Year

Mr./Ms./Dr. First and Last Name of Person
Title
Organization
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name: (find out real name, don’t put HR Manager)

1st Paragraph “Why Am I Writing?” -- Identify the position or field of work you are inquiring about. Identify how you heard of the opening or organization. Identify why you decided to contact the employer.

2nd Paragraph “Who Am I and Why Should You Hire Me?” -- Identify your skills, experiences and qualities and demonstrate how they relate to the position. Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do NOT simply restate the facts that are on your resume, show how you believe your qualifications could benefit the organization. Explain why you are specifically interested in the employer and the type of work/location, etc. and demonstrate your understanding of the duties of the position.

3rd Paragraph “My Next Step?” -- Refer the reader to the enclosed application, resume, and other required documents. Close the letter with a strong interest in pursuing the next step of the employment process. Make sure your closing is assertive, elicits a response from the employer, and indicates whether you or the employer will follow up. Thank the reader for his/her time and consideration.

Sincerely,

Handwritten Signature

Typed Name