

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

Date

Name of employer or manager
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

The first paragraph of your letter should include information on why you are writing (you would like an interview, you would like a job at their company, you would like more information about the job, etc.). Mention the position you are applying for. Be clear and concise regarding your request.

The second paragraph should introduce who you are. Describe two to three of your strengths, outstanding qualities or personal characteristics, your philosophy or anything else that will allow the reader to get a little idea about what kind of a person you are.

The third paragraph should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are summarizing and interpreting your resume, not repeating it word for word. Try to support each statement you make with a piece of evidence.

The final paragraph should conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up (either a phone call or email). State that you will do so and indicate when (sometime next week).

Respectfully yours,

Signature in blue or black ink

Typed Name