

Your Address, City, State, Zip Code  
Telephone number with area code  
Email Address

Date

First/Last Name of Contact  
Company Name  
Street Address  
City, State, Zip Code

Dear Ms./Mr./Dr., (or Hiring Manager) *\*Try to include a name when possible\**

**First Paragraph:** Mention specific job title and express interest in company and position. If appropriate, name the person who referred you to the position, or how you heard about the job. Lead into the next paragraphs by stating the top qualities that make you qualified for the position.

**Middle Paragraphs:** Do not restate your resume. Rather, tell them what you can do for them, not what they can do for you. Give specific examples of the work you have done. Quantify when possible and highlight your strengths. They want to know *how* you accomplished tasks, not a list of what you can do. If you have multiple themes/skills you are addressing, break it into smaller paragraphs for each skill set.

**Last Paragraph:** Restate your sincere interest in the position and initiate action. Restate your phone number for them to contact you and state how you are eager to hear from them soon for an interview.

Sincerely,

(your signature, handwritten if possible)

Your Name (typed)

