

Your Street Address

City, State Zip

(one space)

Date

(one space)

Employer's name and title

Company Name

Street Address

City, State Zip

(one space)

Dear Mr. or Ms. _____:

(one space)

First Paragraph: Identify the name of the position for which you are applying, and how you learned of the position. "Please accept my resume as application for the _____ position" or "I am pleased to submit my application for _____ position" are effective ways to begin the first paragraph. List the specific resource or website in which the position is listed. If you were referred to the position through a contact of yours who is connected to the company, you can state that you were referred to the position by this person. Ask for permission, and use your best judgment and discretion if you choose to do this. Next, identify 2 or 3 of your key qualifications/experiences that directly match what the employer is looking for, as listed in the job description. You want to grab their attention in this paragraph, so they feel compelled to keep reading.

(one space)

Second Paragraph: Now that you have the reader's attention, continue to discuss your qualifications and experiences, expanding upon what you wrote in the first paragraph. You don't want to repeat what's listed in your resume, but rather provide more detail or discuss experiences that aren't directly listed in your resume but qualify you for this position. You want to clearly connect yourself to the position for which you are applying, ensuring that everything you discuss is relevant. Refer the reader to your resume in this paragraph, stating "my resume will highlight this for you" (or similar). Avoid beginning sentences in this paragraph with "I".

(one space)

Third Paragraph: Here's where you will make a direct connection between you and the company. In the first and second paragraphs you connected yourself to the position; now you will align yourself with the company as a whole so the employer can determine if you will be a good fit. Continue to "paint the picture" for the reader as to why you are a candidate who they will want to interview. Research the company website, noting their mission statement, history, achievements, products, goals, awards, etc. Draw a direct connection between your values and their values.

(one space)

Fourth Paragraph: This is the closing paragraph. Thank the reader, and make it clear that you would like to interview for the position. Use assertive language, such as "Thank you in advance for your time and consideration. I look forward to meeting with you so that we can discuss the position". Also include your contact phone number and email address so that they know how to reach you. However, if you're using the header from your resume, state that you may be reached via the contact information provided above.

(one space)

Sincerely,

Sign Your Name

(Skip 3-4 lines)

Type Your Name

(one space)

Enclosures

**If you are applying for a position via email and attaching your application materials, you do not need to list the word "Enclosures" following your typed name. If you are submitting paper copies of your application materials, you do need to list the word "Enclosures" following your typed name.

