

Your name
Address
City, State, Zip Code

Date

Employer's Name, Title
Company/Organization Name
Address
City, State, Zip Code

Dear Mr./Ms. ____:

Opening Paragraph:

Begin by stating the position in which you are applying. If you know someone who works for the organization, or you were referred to the position, mention this in your letter. Personalize each letter by researching the company/organization and stating how the organization's mission/values/goals are a match to your own. Keep this focused on qualifications you bring to the employer, not what the employer can do for you.

Second/Third Paragraph(s):

The second and third paragraph should highlight how your education and experience qualify you for the position. Sell yourself. Be sure not to re-state your resume. Utilize the position description to tailor this section of the letter to each position. *Show* the employer you are qualified by explaining specifics about your skills or experiences. Highlight experiences related to the position you are applying to. Continue to tie your knowledge of the company, position, industry or field into your examples.

Final Paragraph:

Close your letter by re-stating your interest and thank the employer for their consideration. Mention you would like to discuss further opportunities and you are able to supply more information if needed. Provide the reader with your email and/or phone number so they can easily reach out to you.

Sincerely,

Your Name Typed Here