

Your Name  
Street Address  
City, State Zip  
Phone number

Person's Name, Title  
Company Name  
Street Address  
City, State Zip

Dear Mr. or Ms. (*insert a person's name*):  
(*note the punctuation for greeting is :* )

### **1<sup>st</sup> Paragraph**

Tell why you are writing and how you learned about the open position. Be sure to name the position, job title, or posting number.

### **2<sup>nd</sup> Paragraph**

Elaborate on the parts of your background that are most appropriate for the position. Do not repeat your resume, but give details related to your resume. What would the employer want to know about you? Give information about your qualities or characteristics that do not appear on your resume. What makes you a better candidate than someone else who has the same degree? Read the job description and list the ways that your experience matches the job qualifications. You can also mention what you know or like about the company.

### **3<sup>rd</sup> Paragraph**

Make a statement about what happens next. You can suggest that the employer contact you or indicate that you will call next week to follow up. Conclude with something general and polite such as "I look forward to speaking with you soon" or "Thank you for your time and consideration."

Sincerely yours or Yours truly or Cordially,  
(*note the punctuation for closing is , )*)

*Signature*

Typed Name