

GENERAL OUTLINE

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

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. Employer:

First Paragraph: State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

Second Paragraph: Explain why you're interested in working for this employer and specify how you're PERFECT for this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

Third Paragraph: Mention your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include contact information where you can be easily reached. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. Finally, thank the employer for his/her time.

Sincerely,

(Your signature in blue or black ink)
Your typed name

Enclosure