Date (Start the date 2 inches from the top of the page)

**<**

**< 2 Spaces**

Individual’s Name

Title

Name of Organization

Street Address

City, State, Zip Code

**<**

**<**

**<**

**<**

**< 5 Spaces**

Dear Mr./Ms. (Individual’s Name):

**<**

**< 2 Spaces**

*First Paragraph: Introduction and context*

State the reason for writing. Name the specific position for which you are applying. Explain where/how you learned of the position or company. State that you were immediately interested in applying due to your relevant skill set and/or educational/professional background.

**< 1 Space**

*Second Paragraph: Demonstrate what you can contribute (examples/descriptions) and articulate how you meet the qualifications outlined in the job posting*

Explain why your past experiences and training make you a great fit for this position and specify how you have the skills stated in the job description. Provide past examples of utilizing those skills. Include something special or unique about yourself (keep it relevant) that would benefit the employer. Remember, the reader will consider this an example of your writing skills.

**< 1 Space**

*Third Paragraph: Closing and invitation to interview*

State that you are confident that your relevant skills and experience in the subject of the job make you an ideal candidate for the role. Indicate your desire to meet with the employer in order to further discuss how you can assist the employer achieve their goals/further their initiatives. Finally, thank the employer for their time and consideration and let them know that you look forward to their response.

**< 1 Space**

Sincerely,

**<**

**<**

**<**

**< 3-4 Spaces**

Your signature in blue or black ink

Your typed name

Street Address **(Address Optional)**

City, State, Zip Code

Phone number with Area Code

Email address

**<**

**< 2 Spaces**

Enclosed: Resume