

Your Name
Mailing Address, City, State, and Zip
Telephone number, Email address, LinkedIn URL

Today's date

Your addressee's name
Professional Title
Organization name
Mailing address
City, State, Zip

Dear First and Last name:

Start your letter with a statement that establishes a connection with your reader: ask a probing question; mention something exciting within the field, or a need within the organization or related to the position. Follow this with how you meet this need or are otherwise a fit for the organization. Briefly say what job you are applying for and share your excitement for the opportunity.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. Research the company (using their website) and the position (using the job description) and identify two or three of the key responsibilities of the position and/or needs of the company. Select accomplishments from your past or skills you have that are a match and give some detail about how you contributed to previous employers. These accomplishments and skills may also be on your resume, so be careful not to repeat the resume word-for-word.

In the last paragraph you can state what your connection is to this field, company or position. Why do you want this job (besides a paycheck)? Follow this by asking for an interview – state that you will follow up with the employer or will be waiting for a call back. Close with a “thank you.” The letter should complement your resume – same heading, font style, etc. – and should not exceed more than half a page of text.

Sincerely yours,

Your handwritten signature

Your name (typed)

Enclosure: resume