

Your Name

Address City, ST Zip Code

Phone

Email

Date

Contact Name

Title

Company Name

Street Address

City, State, Zip Code

Dear Mr., Mrs., Ms., etc _____:

Section 1: State the reason for your letter; give the specific position or type of work for which you are applying. Indicate how you learned about the opening (newspaper, Job Connection Services). You may mention that you have enclosed your résumé.

Section 2: Tailor the letter to the job you are seeking. Tell why you are interested in the position or company (which of course you have researched by now). You may want to mention their products, services, reputation, etc. Explain how your education and experience qualify you for the position. Do not simply repeat your résumé, but elaborate on your qualifications or point out specific achievements. Show how the qualifications presented on your résumé fulfill the job requirements and make you the best candidate.

Section 3: Request a personal interview. Thank the reader for his/her consideration.

Sincerely,

Your Name

Enclosure