

(10-12 lines)

Your Name

Address

City, State, Zip

Phone (may use the heading from your resume)

(4 lines)

Date

Contact's Name

Title

Company name

Address Name

City, State, Zip

Dear (Mr. or Ms. Last name):

First paragraph: Clearly state the reason you are writing, explain the type of work you are interested in, and indicate how you learned about the employer and/or the specific opening. Let them know you've done your homework. You may want to say something specific and flattering about the organization, (e.g. "(Name of organization) has an excellent reputation locally for \_\_\_\_\_ and I would like to become part of your team.")

Second (and third if relevant) paragraph(s): Be specific about why you are interested in the position. Briefly summarize some of your strongest qualifications to do the work. Highlight and expand on specific aspects of your resume that are relevant, (e.g. "As indicated on the enclosed resume... Or "Of particular interest to you may be my (accomplishments, skills, experience) in the area of \_\_\_\_\_.") Remember to consider this form an employer's point of view. Show what education, skills, talents, and accomplishments you have to offer the employer; show how you can be of value to them (rather than how they can be of value to you).

Closing paragraph: If you haven't done so above, refer the reader to the resume you are enclosing. State your interest in an interview and offer to provide further information upon request. Make it easy for the employer to respond by 1) including your telephone number and times when you are available to receive calls; 2) indicating when you will contact the employer\*; or 3) stating when you will be available for an interview.

Sincerely,

(4 lines)

Signature

(Your name typed)

Enclosure: Resume

\*(If you say you will call, make sure you follow through. If you don't, you will appear disinterested and unreliable.)