

Use complete title and address

Your Street Address
City, State, Zip

If possible, address it to a particular person by name

Today's Date

Contact Name, Title
Employer
Address
City, State, Zip

Make the addressee want to read your resume – engage his/her curiosity; be personable and enthusiastic

Salutation:

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening or organization. Mention any connections (i.e. person who referred you). It is helpful to include a transitional sentence to set the tone for your letter.

Be brief and specific; your resume contains the details

2nd Paragraph: Address the specific needs of the employer and show how you can fill those needs. Do NOT simply list or repeat items on your resume. Highlight 2-3 relevant skills, experiences or special accomplishments. Give examples and show transferable skills – it is up to you to show how what you have done connects to what the employer seeks. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

Top and bottom margins should be equal

3rd Paragraph: This optional paragraph is a good place to highlight additional skills, a specific interest in the company, or educational experiences.

Always sign letters if sending via postal mail

Closing Paragraph: The closing paragraph calls for action. You should mention your intention to follow up with the employer and let the reader know that you want to interview for the position. Close by thanking the reader for considering your application.

If a resume or other enclosure is used, note in letter

Sincerely,

Your Signature

Your Typed Name

Enclosure