



Your Name

Address

Contact information should be formatted the same as your resume

Date:

Company Name

Company Address

Salutation: (If you have the contact name, write it formally. If not, put Hiring Manager or appropriate job title)

Opening Paragraph Content:

- State the position title being applied for & where you have seen it advertised
- Mention something that you know about the company
- Include any relevant general qualifications that you possess
- 2-3 sentences in length

Second Paragraph Content:

- State why you are an excellent candidate for this position
- Highlight your applicable strengths (education, experiences, volunteer work and skills) in relation to the job being applied for
- Reflect back to the job description. Include the skills, terms, qualifications that were cited.
- 3-4 sentences in length

Third Paragraph Content:

- Highlight your desire to meet the person and reinforce your interest in this position; Indicate a date that you will use as a follow-up to your application
- Close by thanking the reader for their time and consideration.
- 2 sentences in length

Sincerely,

John Doe

John Doe

Enclosure: Resume