



Your Name

Address

(Contact information should be formatted the same as the resume)

[Date]

[Company Name]

[Company Mailing Address]

Salutation: (If you have the contact name write it formally. If not, use Hiring Manager.)

Opening Paragraph Content:

- State the position being applied for and where you saw it advertised.
- Mention something you know & admire 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 relevant strengths (education, experience, volunteer work and skills).
- Think about the job advertisement. Try to include similar terms and language in your letter.
- 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 letter (if appropriate).
- Close by thanking the reader for their time and consideration.
- 2-3 sentences in length.

Sincerely,

J. Smith

John Smith