

Use complete title and address

Your Street Address
City, State, Zip

Today's Date

If possible, address it to a particular person by name

Contact Name, Title
Employer
Address
City, State, Zip

Salutation:

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

: 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

: 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.

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

Top and bottom margins should be equal

: 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.

Always sign letters if sending via postal mail

Sincerely,

Your Typed Name

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

Enclosure