

Your Street Address
City, State Zip
Date

Name of Contact Person, Title
Organization
Mailing Address
City, State Zip

Dear (contact person):

Opening Paragraph: Who you are and why you are interested. (2-3 sentences)

- State intent to “apply for” specific job or to “inquire about” possible jobs. Use catchy or clever opening sentence
- as appropriate for field or employer.
- Emphasize a question that zeroes in on a high-need area of the employer.
- Tell how you learned about specific job or specific employer and why you are interested.
- Mention the name of the person (if any) who referred you to the organization and vacancy preferably a colleague
- of the contact person.

Body Paragraph: Why you are qualified. (6-8 sentences; can use 2 middle paragraphs)

- Refer to enclosed résumé—summarize education and experience.
- Acknowledge the skills required by the open position, if you are writing a letter of application.
- State the skills/strengths you will bring to the job and that parallel those needed to fill the position.
- Give examples of your skills and work experience—quantified results, accomplishments, achievements—and how they will transfer to the job.
- Talk about your unique strengths as a worker and person.

Closing Paragraph: Call for action. (2-3 sentences)

- Refer to other documents enclosed such as: reference letters, a reference sheet, and writing samples.
- Assert yourself by telling the contact person you will call him/her on a designated date to set up an interview.
- Alternatively, state that you are available for a personal interview at his/her convenience.
- Make it very easy for the person to contact you: list one or two phone numbers and days and times when you can be reached. Yes, even though it’s on the résumé, state it again.

Sincerely, (or Respectfully, In
Anticipation, Enthusiastically, etc.)
(sign your name above)
Your Name Typed

Enclosure(s)