

Your Address
Your City, State ZIP
Date

Contact Name
Contact's Title
Company Name
Address
City, ST ZIP

Dear Mr./Ms. Last Name:

In the first paragraph, establish the purpose of the letter and indicate the position for which you are applying. Follow this with a positive statement about your qualifications.

The next paragraph(s) should emphasize the skills and experience that qualify you for the position. Be sure to relate your background to the individual job description. Include any special training that might set you apart from the competition. Focus your message on the benefits to the organization that your qualifications offer.

In the final paragraph, restate your interest in the position and refer to the included resume. Explain your next action, and thank the reader for considering you.

Sincerely,

Your Name

Attachment