Your Name

Mailing Address

City, State Zip Code

Phone Number

Email Address

[Date]

[Recipient Name]

[Title]

[Company]

[Address]

[City, ST ZIP Code]

Dear [Mr. or Mrs. Recipient’s Last Name:]

[In Paragraph 1, Write what job you are applying for. How you know about the organization, and Mention enclosure of your resume.]

[In Paragraph 2, give a concise overview of work history and skills that will help you perform the job. It’s okay to brag on yourself a bit in this section. Include 1-2 strong examples of your accomplishments in areas that are most critical to the position seeking]

[In Paragraph 3, reiterate confidence in your ability to do this job and give information on how you can be contacted.]

[In Paragraph 4, Express appreciation for consideration of the job.]

Sincerely,

*Your handwritten signature*

[Your Name]