

Your Name
Your Address
City, State Zip
Phone
Email

Date

Name of Hiring Manager (if known)
Their Title
Business Name
Business Address
City, State Zip

Salutation:

In the first paragraph, identify that you are applying for a specific position and state where you learned about the position, such as an internet job search engine or a reference from one of their employees. Complete the first paragraph with a concise overview of why you want the job and what qualifies you for the job. Think of this concise statement as a thesis that you will explore further in the following paragraphs.

In the second paragraph, highlight how your education or job experience fits the needs of the company. Focus on either education or job experience in this paragraph, emphasizing whichever is most relevant to the position for which you are applying. Reference specific qualifications listed on your resume, and show how the skills or credentials apply to the desired position. Be sure not to merely summarize your resume, and be sure to keep the focus on the company's needs, which were likely detailed in the job posting.

In the third paragraph, discuss your education or job experience, emphasizing whichever one you did not focus on in the second paragraph. Continue to show how you are qualified for the position rather than tell. This is achieved through the use of specific examples and details. Remember to stay focused on the company's needs as you highlight your accomplishments and credentials with truth and humility.

Ask for an interview. You may politely state that you will gladly provide a list of references if that is desired. You may refer to any information included in your application submission other than your resume, such as photocopies of certifications or letters of recommendation, if applicable. Thank the reader for their time.

Kind Regards,

Your Name