

# YOUR NAME

Street Address  
City, State ZIP  
Phone number  
Email address

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Date

Name of Recipient  
Title of Recipient  
Name of Organization  
Street Address  
City, State ZIP

Dear Mr/Ms Recipient:

***I. introduction (first paragraph)***

- a. state what position or type of position you are interested in*
- b. state how you found out about the position*
- c. state why you are interested in the position*

***II. match your qualifications to their needs (middle paragraphs)***

*Describe what skills, knowledge, abilities, or characteristics you have that match what they are looking for (job descriptions are a good place to learn what specific qualities they are looking for)*

***III. closing (last paragraph)***

- a. re-state your interest*
- b. state your intention to follow up (arrange a meeting)*
- c. state where you can be contacted*
- d. express your gratitude for consideration*

Sincerely,

*Your Signature*

Your Name

Enclosure