

Your name
Return Address
City, State, Zip Code
(Area Code) Phone Number

Date

Courtesy Title (Mr., Mrs., Dr., etc.), Full Name and Title
Name of Organization
Inside Address
City, State, Zip Code

Dear Courtesy Title, Last Name:

Identify position for which you are applying and the source of the job vacancy. State your interest; including your job objective. This adds focus to your letter. Use a compliment or, specific knowledge about the company. This creates interest, and the reader is more likely to continue reading your letter. If the letter is tailored to the reader's organization, it reflects that you are genuinely interested in the job and you are not merely sending out form letters.

Make a brief statement about your relevant work and/or educational experiences and achievements. Highlight your strengths and abilities and reflect how these can be applied to the job you are seeking. Focus on the needs of the employer and show how you can contribute to the organization. Refer the reader to the enclosed resume for additional information.

Restate your interest in the organization. Indicate your willingness to provide any additional materials, which may be required. You may also indicate that you will be calling to arrange for an interview. If you are difficult to get a hold of and you do not have an answering machine, specify when you can be reached. Thank the reader for the time they took to review your resume and for considering your employment credentials.

Complimentary closing,

(Full Name Signed)

Full Name Typed