

This is a standard block format letter.
You may create a custom letterhead if
you choose.

Put the name of the
position here. If
there is a position #
in the job
description, you may
put it in parentheses
after you spell out
the job title.

Your Name
[Street Address]
[City, State ZIP]
February 16, 2016

You may also
write, "my
experiences in
X, Y, and Z"

X, Y, and Z
should be skills
and should
come from the
job description.

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, State ZIP]

Dear [Recipient Name]:

My skills in X, Y, and Z (or Just X and Z) make me an ideal candidate for the [position title][position #] at
[Company Name]. [Optional preview sentence here.]

[Topic sentence about X]. [Specific example(s) of X. Quantify your example if possible.]

[Topic sentence about Y]. [Specific example of Y. Quantify if possible.]

[Topic sentence about Z]. [Specific example of Z. Quantify if possible.]

[Express your thanks.] I look forward to discussing my experiences [or skills, or fit] in more detail. [Tell how
the recipient can reach you.]

Sincerely,

Your Name

Align all elements with the left-hand
margin. Double-space BETWEEN
elements. Single-space the addresses
and paragraphs.

After your first sentence, you should
have separate paragraphs about each
of the skills you mention in your first
sentence. See the textbook for
examples of topic sentences. Also refer
to your text for how to present and
quantify your experiences in job
application materials.