

Dear (Mr., Ms., Dr.) last name:

[1 line space]

First Paragraph: State your purpose for writing and indicate the position or type of work for which you are applying. Indicate how you heard of the opening and mention, by name, any referring party.

Do your research and include your reasons for wanting to work for this particular company or organization, avoiding clichés. Change this each for each position, personalizing it for every employer.

[1 line space]

Middle Paragraph(s): Refer to your resume, summarizing what you have to offer by sharing the qualifications you believe would be the most interesting to the employer after analyzing the job description. Be careful to not rehash word-for-word your resume. Focus on what YOU can do for them. Avoid telling them how great the opportunity is for you. You may have up to two paragraphs in this section, if needed.

[1 line space]

Final Paragraph: Close by informing the reader of your next action. Common follow ups include stating you would be happy to meet with the employer at a convenient time for them. It is also appropriate, if a phone number is given, to mention you will be phoning to follow up with them.

[2 line spaces]

Sincerely,

(Your signature)