

Your Street Address
Your City, State Zip

Date of writing

Name
Title
Company
Street Address
City, State Zip

Dear Mr./Ms.:

1st paragraph Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

2nd paragraph Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments.

3rd paragraph Request an interview and indicate how and when you can be contacted. Thank the reader for his/her consideration.

Sincerely,

(Handwritten signature)

Your name, typed