**Your header can be the same as your resume header with your contact information**

Today’s Date

Name of person to whom you’re writing

Person’s job title

Organization Name

Address

City, State Zip Code

Dear Mr. / Ms. / Dr. (Last Name):

(If you don’t have a contact name, address the letter to “Hiring Manager” or “Human

Resources Manager”)

**First paragraph.** Use this paragraph to attract the employer’s attention. Indicate how you learned about the open position. Let them know, based on your research, what impressed you about the organization/company and how much you would value being part of the team.

**Second paragraph.** Use this paragraph to highlight your skills, knowledge and experience. It is also a good idea to state why you’re interested in this position. Focus on how you can be an asset to the employer. Avoid repeating what is already listed on your resume. Provide the employer an example of how your previous experience is relevant to their current needs.

**Third paragraph**. I’m excited about the opportunity to meet with you and learn more about this position. Should you have any questions, please contact me at (phone #), or (email address). I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Handwritten Signature (or electronically scanned signature)

Your typed name