Your Name

Street Address

City, State Zip Code

Phone Number

Date

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: (If you do not have the hiring manager’s name, use the job title of the recipient. If you do not know the title, then use "Human Resources" or "Search Committee.")

**First Paragraph:** Begin by expressing why you are writing to them, naming the job (or type of job) you are applying for. Mention how you learned of the job and keep it professional. Do not use contraction words (example: use *you are* instead of *you’re,* or *I will* instead of *I’ll*).

**Second Paragraph:** Explain why you are interested in working for this employer and specify what skills, qualifications, and/or career goals make you the right fit for the job. Do not repeat the information from your resume. Provide a summary and give specific examples from your experiences that relate to the job. Show that you know something about the organization. Remember that the reader will consider this an example of your writing skills.

**Third Paragraph:** Mention that your resume is enclosed and indicate your desire to meet with the employer. You may suggest a specific date and time or simply advise them of your flexibility to meet. Include your daytime and evening contact information and a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You may also state that you will be in the area on a certain date and would like to set up a meeting or that you will call on a certain date to set up a meeting. Finally, thank the employer for his/her time.

Sincerely,

Your name (signature typed or handwritten in blue or black ink)