

Your present address
City, State Zip Code
Date of Writing

Name of Employer
Title of Employer
Name of Organization
Street Address
City, State Zip Code

Dear Ms./Mrs./Mr./Dr. (Name): *If you do not have the person's name, do not write "Dear Sir or Madam," or "Gentlemen." You might address the person by title, "Dear Personnel Manager" or by organization, "Dear (Name of Organization) Representative."

Opening--Tell why you are writing; name the position, or field, or general career area about which you are asking. Tell how you heard of this opening or this organization. State why you are interested in or what you know about the position, the organization, its products, or services.

Body--May consist of one or more concise paragraphs. Give additional information concerning your background and interests. Show the employer how your interests, education, and/or experience fit the job requirements. Tell the employer what you will be able to do for the organization. Mention one or two qualifications you think would be of greatest interest to the employer, slanting your remarks to the employer's point of view. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. Try not to repeat the same information the reader will find in your resume.

Closing--Close by making a specific request for an interview, suggesting date and time, or indicating that you will phone for a personal appointment. You can also request further information about the opening and/or the organization or ask for an application. Make sure your closing is not vague, but instead suggests a specific action.

Sincerely,

(Your signature)

Type your name

Enc. (Do not use when applying electronically.)