

Your name  
Mailing address  
City, state, and zip  
Telephone number(s)  
Email address

Today's date

Your addressee's name  
Professional title  
Organization name  
Mailing address  
City, state and zip

Dear Mr. (or Ms.) last name,

Start your letter with a grabber—a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying “thank you.”

Sincerely yours,

*Your handwritten signature*

Your name (typed)

Enclosure: resume