

Your name  
Address  
City, State, Zip Code  
Telephone

Date

Dear XXX (*use the contact information listed in the ad or referral. If you don't have a specific contact person call the company and ask for the correct name.*)

**Opening paragraph** – In this paragraph you'll reference the job opening, where you learned about the opening and when it was posted.

**Body of the letter** – Here you'll elaborate on what you're seeking, your experience and what you have to offer the company. You might use a bulleted list to highlight some skills or achievements that make you a unique fit for the job.

**Closing** – This is where you reference attachments and further contact.

*Example: Attached you will find my resume, which summarizes my occupational history and achievements. If you need additional information, I can be reached at (xxx) xxx-xxxx.*

Thank you for your consideration.

Sincerely,

*(Sign your name)*

Print your name

Attachment (if emailing or faxing resume)

Enclosure (if mailing resume)

/Your initials in lowercase