Your Name

Your Street Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Hiring Manager Name

Job Title

Organization Name

Organization Street Address

Organization City, State, Zip Code

Dear Mr./Ms./Dr. \_\_\_\_\_\_\_\_\_\_\_\_:

**First Paragraph**. In the initial paragraph, introduce yourself with a snappy first sentence that highlights your excitement about the job and company you are applying to; your passion for the work you do, or your accomplishments that are congruent with the industry. Indicate from which resource (friend, employment service, news media, and placement center) you learned of the opening or received his/her/their name.

**Second Paragraph.** State why you are interested in the position, the company, and its products or services, and, above all, indicate what you can do for the employer. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position. If you have had some practical work experience, point out specific achievements or unique qualifications.

Highlight your strengths and achievements and state how they suit you for the position. Provide details and explanations that are not found on your resume. If this gets lengthy, this can become two separate paragraphs.

*Tip: Use the STAR format; Situation, Task, Action, Result to provide insight on how you handled work situations.*

**Concluding Paragraph.** Initiate the next follow-up whenever possible. Indicate your flexibility, repeat a phone number (or add a different number where you can be reached during certain hours, if appropriate), and offer any assistance necessary to help obtain a speedy response. Thank them from for their time and that you look forward to hearing from them soon.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name