

Your address here or copy heading from your resume

2 lines

Date of letter

2 lines

Name, title

Address of

Company

1 line

Dear Mr./Ms. XYZ (if name provided) or Dear Sir or Madam:

1 line

First paragraph should be **WHO** (you are), **What** (interests you about the job) and **Where** (you heard about the job). For instance:

As a recent XYZ graduate seeking an entry-level position, I hope you will consider me for the current opening for a INSERT JOB TITLE at COMPANY NAME. I am particularly interested in this position because I have the (accounting, management, communication, etc.) skills you are seeking, such as (give an example).

1 line

Second paragraph details how GREAT you are and how you match the skills and education requirements listed in the job description. Some people write in narrative, others use bullets. For instance:

My coursework at Thomas has given me skills and knowledge in???, and I have three years experience with ???.

1 line

Third paragraph should talk about an interview and re-emphasize what you can do for them! For instance:

I look forward to the opportunity to discuss my qualifications for this position, and how I could use my (use specific examples – management training; organizational skills, etc.) to assist XYZ company as a NAME of POSITION. Please feel free to contact me at your convenience.

1 line

Thank you for your time and consideration.

1 line

Sincerely,

3 lines

YOUR NAME