(5 Spaces)

Your Name

Address

City, State Zip

(1 Space)

October 15, 20XX

To

Title

Organization/Company

Address

City, State Zip

Dear Title & Last Name:

Opening Paragraph: Capture the reader's interest. Identify the purpose of your letter by referring to the position or asking for information. Make sure to indicate how you learned about the about the position. Explain why you want information by making a positive and knowledgeable comment about the organization. Make sure to include the name of a mutual contact, if you have one, in this introductory paragraph.

Middle Paragraph: Convince the reader. State why you have an interest in this particular employer. Specify concrete reasons for the type of work you desire and mention specific experiences that qualify you for this position. Remember, you are interpreting your résumé, not repeating it. Always demonstrate your research of the company's needs or mission in this paragraph. This often is the most difficult paragraph to write, as you should indicate why you are interested in this specific job, not just any job. It is very important to explain why you are the best fit for this position.

Closing Paragraph: Elicit an interview or a response from the employer. Take control by suggesting one strategy or response. Alternatives might include: Calling the organization on a specific date to arrange for an interview or requesting an appointment during a particular period of time. You may want to reduce the time between sending out your résumé and follow up if you fax or e-mail it.

Sincerely,

Signature Here

Your Name Typed

Enclosure or Attachment