

Your Address
Your City, State, Zip Code

Full Date

Recruiter's Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms./Dr. Last Name: [if you are unsure of gender, omit Mr./Ms. and write full name]

First Paragraph: Introduce yourself and name the position that you are applying for, including how you heard about it. If a mutual contact has referred you to the opening, mention her/his name. Reference prior interaction you have had with representatives of the organization (career fairs, phone calls, etc.). Be concise; this section is usually two to three sentences.

Middle Paragraph(s): Discuss your experience and abilities that are most applicable to the needs of the organization. Don't be redundant, but do expand on your résumé, including an example or two that illustrate how you achieved relevant accomplishments. Focus on what you can do for the organization, not what you want from them. Conduct research on the organization (vision, current goals and struggles, etc.) and demonstrate some of the knowledge you have gained. This section is usually four to six sentences and can be divided into two paragraphs, if necessary.

Final Paragraph: Suggest an action plan. Request an interview and indicate that you will call within a specific time period (usually one to two weeks) to discuss interview possibilities. Let the employer know how to obtain additional information he/she may need prior to that time. Express appreciation to the reader for her/his time and consideration. This section is usually two to three sentences.

Sincerely,

Your Signature [if sending by fax or postal mail]

Your Typed Name