

Your Name

City, State, Zip Code  
Phone number, Email

Date

Name of Contact Person

Title

Company/Organization

City, State, ZIP Code

Dear \_\_\_\_\_,

**OPENING STATEMENT:** State the position for which you are applying and how you heard about it. Briefly introduce yourself and address your interest in the position. **What is it about the company that draws you?**

**SELL YOURSELF:** Expand on your skills/ abilities/ experience that relate to the job. Emphasize two or three accomplishments that highlight your qualifications (e.g., problem-solving skills, collaboration, effective communication, initiative). **What are the needs of the job and what skills can you contribute?** Make sure to research the company and identify what are their mission , vision, and values.

**PUSH FOR AN INTERVIEW:** Restate your interest in the position and thank the employer for their time and consideration. Request an Interview.

Sincerely,

Signature

Your name typed