

Your Street Address  
City, State Zip Code  
Telephone Number  
E-mail Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName  
Title  
Name of Organization  
Street or P. O. Box Address  
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Introduction paragraph: Describe why you are writing; how you learned of the company and/or the position, add basic information about yourself.

Second paragraph: Describe why you are interested in the employer's type of work. Demonstrate that you did your homework and investigated about organization and the employer or position. List those relevant qualifications that make you a good fit for the employer's needs. If you can you should explain more deeply those skills you described in your resume. If you have other enclosures besides of your resume, mention them here.

Third paragraph: Emphasize the fact that you would like to have an interview with the employer to know more about the position. Let the employer know that you will call in two weeks to know if they need something else from you. Thank the employer for his/her time and consideration.

Sincerely,

*(Your handwritten signature)*

Your name and last name typed.

*(In case of e-mail, your full contact info appears here)*

Enclosure(s) (refers to resume, etc.)