

Applicant's Address
Applicant's Phone Number
Date of Letter

*Use complete
title and address*

Employer's Name
Title
Address

*If possible,
address it to a
particular
person by name*

Salutation:

Opening Paragraph: State why you are writing, name the position or type of work for which you are applying and mention how you heard of the opening or organization.

*Make the
addressee want
to read your
resume
Be personable
and enthusiastic*

Middle Paragraph(s): Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner and remember that the reader will view your letter of application as an example of your writing skills.

*Be brief but
specific; your
resume contains
details*

Final Paragraph: The closing paragraph is the most important. We suggest a persistent, businesslike closing statement which puts you in control of the response. For example: "I will call you on (date) to discuss this career opportunity with (name of organization)." Indicate your desire for a personal interview. You may suggest alternative dates/times or advise of your flexibility as to time/place, especially if you will be in the city on a certain date and would like to set up an interview. Or, if the company will be recruiting in your area, or if additional information or references are desired, say you are willing to accommodate the company's schedule and requests.

*Top and bottom
margins should
be equal*

Sincerely,

*Always sign
letters*

Your Name typed

*If a resume or
other enclosure
is used, note in
letter*

enclosure