

Your Present Address  
City, State, Zip Code  
Date of Writing

Ms. Mary Smith  
Title  
Organization  
Street Address  
City, State, Zip Code

Dear Ms. Smith:

1st Paragraph • Tell why you are writing; name the position, field, or general career area you are asking about. Tell how you heard of the opening or organization.

2nd Paragraph • Mention one or two of your qualifications you think would be of greatest interest to the organization, tailoring your wording to incorporate the keywords they used in the job description. Tell why you are particularly interested in **THIS** employer, location, or type of work. If you have had related experience or specialized training, be sure to point it out. Refer the reader to the enclosed application form, resume, or that the XYZ Career Placement Office has or will send full credentials to provide additional information concerning your background and interests.

3rd Paragraph • Make your closing statement strong and specific so that the reader will likely take action. Ask for an opportunity to visit the employer. Indicate that you will follow up with a phone call about the possibility of a meeting. Thank the employer for his/her consideration of your application materials.

Sincerely,

(Your Handwritten Signature)

Type Your Name