

Margins should be set at one inch.

Return Address
City, State Zip
Date of letter

4 line spaces between date and employer's name.

Mr./Ms. John/Jane Employer
Title of Person
Name of Organization
Address
City, State Zip

Dear Mr./Ms. Employer:

FIRST PARAGRAPH: Thank the employer for meeting with you. Be sure to mention the date of your interview and be specific about the position or department in which you interviewed for. Reiterate that you feel your education and experience have prepared you for working for their company.

SECOND PARAGRAPH: From your interview notes, touch on a detail that you can expand upon to show how your education and experience fits into the companies projects or mission. Use this paragraph to leave one last impression on your interviewer about your skills, abilities, and desire to work for the company.

1 line space between paragraphs

THIRD PARAGRAPH: Close your letter. State that you look forward to hearing from them. Open up the opportunity for the interviewer to contact you should they have additional questions for you.

Sincerely,

Your Name

3 line spaces after closing.
Remember to sign your name in the space, preferably with black ink.