

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: The introductory paragraph should entice the reader to continue reading. State clearly your reason for writing, identify the position or area of employment in which you are interested, and briefly mention how you learned of the position or organization. State your interest in the particular position and demonstrate your knowledge of the organization.

1 line space between paragraphs

SECOND PARAGRAPH: Start with an introductory sentence about your qualifications. For example, "The qualities you seek are well matched to my track record:

Your Needs

- Education required
- Experience required
- Key skill #1
- Key skill #2
- Key skill #3

My Qualifications

- Your education earned
- Your experience for the position
- How you meet skill #1
- How you meet skill #2
- How you meet skill #3

2 columns: Left list job requirements and right showing how you meet or exceed those requirements. Be short but specific.

THIRD PARAGRAPH: Refer the reader to the enclosed résumé and any other enclosures. Request a plan of action. Ask for an appointment with the employer; provide your telephone number and when to reach you; and suggest possible interview dates. For example, if the employer is out of town, state the date in which you will be in town and ask for an appointment for that date. To be more assertive, state that you will call to set up an appointment. Although a reasonable level of assertiveness is beneficial, avoid sounding demanding. Don't tell the employer what to do or what to think. Instead, request a plan of action. Finally, make sure you thank the employer for his or her attention/consideration.

Sincerely,

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

Your Name

Enclosures