YOUR NAME HERE

Your Street Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Today’s Date

To whom it may concern: (Or another salutation of your choosing)

This first paragraph should contain a few sentences on why you are writing. You should include the position you are applying for. This is an introduction and should be polite and courteous.

The middle paragraph should describe what you have to offer. Mention the skills, experience and traits that you have which relate to what the employer is looking for. Try to support each statement with an example.

This last paragraph should be used for thanking the employer for taking time to review your application and to let them know you are looking forward to talking with them in person.

Respectfully yours, (Or another closing of your choosing)

Your Signature

Your Name Typed