

Your Street Address
City, State, Zip Code
Today's Date

Addressee's Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr., Miss, Mrs., Dr.:

First paragraph: Inform him/her why you are writing. Explain why employment with this particular company interests you.

Middle paragraph(s): Awaken the reader's interest in you. Explain how your academic background makes you a qualified candidate for the position. If you have had some practical (related) work experience, point out your achievements or unique qualifications. Do not summarize your resume; expand it.

Second-to-last paragraph: Refer the reader to the enclosed resume or application. Indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number and offer any assistance to facilitate a timely response.

Final paragraph: Express your appreciation for the reviewer's time.

Sincerely,

Susie M. Smith

Enclosure: resume