

**Your address  
City, State, Zip**

(1 Blank Line)

**Date**

(1 Blank Line)

**Company Contact (Name)  
Title  
Company  
Address  
City, State , Zip**

(4 Blank Lines)

**Dear Mr./Ms./Dr. Name or Title,**

(1 Blank Line)

**Paragraph 1** (Explain the purpose of your letter and the position for which you are applying. Introduce yourself and indicate where, how or from whom you learned about the position/company. Name the company to avoid the form letter "look".)

**Paragraph 2** (Detail your relevant background and specific skills that this employer will view as important to the position for which you are applying. Do not simply repeat what is on your resume. Elaborate and emphasize significant information regarding experience, education, tools, techniques, activities and interests.)

**Paragraph 3** (Make reference to your enclosed resume and/or other application materials. Ask for an interview appointment. Either let the employer know you will be contacting the company directly or ask the employer to contact you. Give your phone number and available times.)

(1 Blank Line)

**Sincerely** (Cordially/Respectfully/etc.),

(4 Blank Lines for signature)

**Your Typed Name**

(Skip to lower left hand corner and type "enclosure")