

**Date** (2 returns)

**Your Contact Information**

Name

Address

City, State, Zip Code (4 returns)

**Employer Contact Information**

Name (if unavailable use Hiring Manager or Search Committee)

Title

Company

Address

City, State, Zip Code (2 returns)

**Salutation**

Dear Mr./Ms. Last Name: (Hiring Manager or Search Committee) (2 returns)

**First Paragraph (Introduction)**

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one. You can use the paragraph's end to mention your fit with the position.

**Second Paragraph (Fit with Job)**

The next section should describe what you have to offer the employer. Mention specifically how your qualifications match/exceed those in the job you are applying for using work or classroom experience. Remember, you are interpreting your resume, not repeating it.

**Third Paragraph (Fit with Company)**

The third paragraph should establish synergy between you and the company. Identify common ground between you and the employer. This can include values, traits that you are looking for in an employer, corporate culture, diversity...etc. You must appear to have in depth knowledge of the employer and understanding how you fit in without regurgitating everything posted on their website.

**Final Paragraph (Closing)**

Reiterate your interest in the position and ask for an interview. Conclude by thanking the employer for considering you for the position. Include information on how they can get in touch with you (phone number and email).

**Complimentary Close**

Sincerely,

**Signature**

Typed Signature

