

**Your First and Last Name**

Street Address

City, State Zip

Your Phone #

Your email

Month Day, Year

**Hiring Manager (Or specific person's name)**

Company Name

Street Address

City, State Zip

Dear Hiring Manager (Or Mr./Mrs. Specific person's last name),

State the why you are writing (always include the title of the job for which you are applying); how you learned of the organization or position, and basic information about yourself. You can include your major/degree or any relevant experience. This is your introduction. Do not just repeat your resume. Bring it to life!

Tell why you are interested in the employer or type of work the employer does. Simply stating that you are interested does not tell why and can sound like a form letter. Research your company. Know something personal and use it. Mention specific qualifications which make you a good fit for the employer's needs. Focus on what you can do for the employer, not what the employer can do for you. This is an opportunity to explain in more detail your passion for the organization, not just the position. Unite your skills and the employers need. For example, 'I know your company has won the Customer Appreciation award in your industry for 6 years, and I believe that my 15 years of customer service experience could help lead to the seventh year.'

Indicate that you would like the opportunity to interview for a position or to talk with the employer. Do not leave this up to the employer. State a specific day you will be following up about your submission. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

Your First and Last Name