

*Create your letterhead by  
copying and pasting your  
designed contact information  
from your résumé*

Today's Date

Name of person to whom you're writing

Person's job title

Organization name

Address

City, State Zip code

Dear Mr./Ms./Dr. (Last Name):

(if you don't have a contact name, you may address the letter "Dear Hiring Manager" or "Dear Human Resources")

**First paragraph.** Use this paragraph to attract the employer's attention and to stimulate interest in your candidacy. Indicate your reason for writing the letter. When applying for a specific position, as opposed to simply writing a letter of inquiry, indicate how you learned about the opening. This also may be a good place to mention something that impressed you about the organization, based on your research.

**Second paragraph.** Use this paragraph to relate your skills, knowledge, passions, and other background information to the needs of the prospective employer. You may wish to refer the reader to a specific part of your résumé. It is also a good idea to state why you're interested in this particular employer and/or position — just be sure to state this in terms of the employer's interests, not simply your own. Focus on how you can be an asset to the employer. Use specific examples to support your points — avoid recreating a list from your résumé. Instead, show the employer a concrete/anecdotal example of how your experience meets their needs.

**Third paragraph.** Express your interest in participating in an interview and provide a phone number where you can be reached. You may offer to take additional steps to complete your application. End with a positive statement; for example, indicating you look forward to hearing from the prospective employer. If you are writing a letter of inquiry, i.e., if you're initiating contact rather than responding to a posting, indicate you will follow up with the employer by a certain date (typically one to two weeks after the date of your letter) and provide a way to be reached should the employer wish to contact you before that time.

Sincerely,

Your Name