**First and Last Name**Address Line 1   
Address Line 2   
City, State Zip Code   
Telephone Number

Email Address

Date

Contact’s Name

Contact’s Title

Company

Address

City, ST Zip

Dear Mr./Ms. Last Name:

I am applying for the position of [name of position] that was advertised on/in [name of paper or website].

[If applicable, explain how your work history makes you an excellent candidate for the job.]

[3-5 sentences selling you as the ideal person for the job. Take information from your resume, such as some of your bullet points, and convey to the potential employer how these skills fit the job they are offering. Make explicit ties between your skills and the requirements of the job. Make sure to use key words that connect your resume skills to the job skills.]

I know I am the right candidate for the job, and I look forward to discussing my qualifications with you.

Sincerely,

Your signature

Your Legal Name