

YOUR NAME

Your Address

Your Phone Number

Your Email

Month Day, Year

Attn: Employee Name

Company Name

Company Address

Dear Employee Name,

INTRO PARAGRAPH- Open with how you have heard about the job. Describe the role in which you are applying, why you are interested in the position, and what characteristics or skills make you a good fit.

BODY PARAGRAPHS- This can be a paragraph or two. List your accomplishments, responsibilities you've had at other positions, and skills you have required throughout your time working. Try to relate these back to the position you are applying for.

CLOSING PARAGRAPH- Reinforce why you're interested and what skills make you qualified for the position. Thank the employee for their time and consideration.

Sincerely,

Your Name