

Your name
Your address
City, State zip
Date

Name of person, title
Name of business
Address of business
City, State, ZIP

Dear Name of person:

First paragraph should tell the person where you heard about the job opening and which position you are interested in. You should also mention something here that lets the person know that you chose their company for a reason. Be specific.

Second paragraph is a brief summary of the skills you possess that are a perfect match for this position. Don't forget about the interpersonal skills that all employers value. Remind the person that your resume is attached for his/her review.

Third paragraph is your action paragraph. Let the person know whether or not you will be following up with a phone call or if you will be waiting to hear from him/her. Remember to thank them for considering you for this position.

Sincerely,

Your name

Enclosure (Resume)