Your Name
Your full Address
City, State Zip Code
Email address
Phone

three lines of space

Name/Title of Specific Person
Name of Organization
Street Address
City, State Zip

Date
Dear Mr./Ms._______:

Introduction Paragraph
Introduce yourself and inform the reader why you are writing, how you learned of the position or potential position, of any personal contacts you may have with the hiring manager or company, and your strongest qualifications for the job.

Second Paragraph
Clearly express why you want this position and how you are a good fit for the position and/or company. Inform the reader(s) of your skills and qualifications and how they can benefit the company. Provide specific examples of how you’ve demonstrated the skills they are looking for. Use your voice to help bring life and personality to your application.

Final/Closing Paragraph
Summarize and reiterate how your skills and qualifications can match their needs. Request a specific follow up (generally an interview) and give the employer 1 good way to contact you. Thank the reader for his/her time and let them know a specific date, generally within a week, that you will follow up with them.

Sincerely,

Sign your name in pen here (3 lines between sincerely and your typed name)

Type Name

Enclosures: Resume, References, (etc.)

CEHD Career Services
411 Science Teaching & Student Services Building | www.cehd.umn.edu/career

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