

Date

Name of Recipient

Recipient's Title

Company Name

Company Address

City, ST Zip

RE: Job title for which you are applying

Dear Mr./Ms. Last Name or Sir/Madam (name unknown):

Start your letter with a grabber—briefly say what job you are applying for and why.

The mid-section of your letter should reference your qualifications. You may incorporate a bulleted list to emphasize your skills. Use action words that refer to the job description.

Your last paragraph should initiate action by you or the prospective employer to contact you to set up an interview. Close by saying “thank you for your consideration.”

Respectfully submitted,

*Your handwritten signature*

Your name (typed)