Your Name

Your Address | Telephone | Email

Date

Employers Name

Title

Company

Address

Re: Insert job posting title and reference number (if applicable)

Dear Employers Name:

Identify your purpose and explain how you heard about position.

Share what you know about organization and what appeals to you about them.

Share your qualifications, skills, and experiences, etc.

Request an interview, provide contact information, and thank them for taking time to review resume. Tell them you look forward to hearing from them.

Sincerely,

Your Name