

JANE N. DOE

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Date – written in full

Name of person you are writing to – courtesy title, first, last name

Person's title

Company name

Street Address

City, State, ZIP – comma between city and state / state is a two-letter abbreviation

Dear (name of person you are writing to) – Dear courtesy title and last name followed by a colon (:)

Body of Paragraph 1: Gain Attention – Explain to the reader why you are writing to him/her. This should capture the reader and make him/her want to hear what you have to say. Name the position, field, or general career area you are inquiring about and briefly explain why you are interested in the position.

Body of Paragraph 2: Capture Interest – Specify your qualifications for the position. Mention several qualifications you think would be of greatest interest to the organization. Make sure your qualifications relate directly to the position you are hoping to gain. Explain why you are interested in the employer, location, or type of work. When writing this paragraph, make every effort to show the employer that you understand the criteria and that you are the person with the qualifications they require. It is your responsibility to demonstrate to the employer that you are the best candidate.

Body of Paragraph 3: Create Desire to Meet You – In the closing paragraph express your interest in meeting with the employer as soon as possible. Direct the employer to your enclosed resume and follow with your availability for an interview.

Complimentary Closing – always followed by a comma

Your handwritten signature

Your typed name

Enclosure – because you are enclosing your resume with this cover letter