Your Name

Address Line 1

Address Line 2

Email address

Phone number

Employer’s Name

Employer’s Position

Address Line 1

Address Line 2

Dear Ms./Mr. NAME,

This paragraph is the introduction. In 1-2 sentences say why you are interested in this organization and why you are qualified for this position.

This paragraph highlights your relevant work history. Talk about the specific duties and responsibilities that you performed in past positions that specifically qualify you for the position you are applying for. Pull out key experiences that developed skills that are relevant for the position you are applying for. Remember, things like ‘communication,’ ‘collaboration,’ organization,’ and ‘coordination’ are relevant skills. If you are applying for a job that requires technical knowledge, this is the place to demonstrate how you’ve acquired that knowledge.

The final paragraph is the conclusion. Don’t be afraid to passionately express why you are suited for this position and why you’re perfect for it. If this is a company/organization that you would like to grow with (i.e. stay for a while) this is absolutely the place to express that.

Warm Regards,

*[REAL signature here]*

Your Name