Your address
Date
Contact person
Title
Department
Employer’s name
Address

Dear Mr./Mrs./Ms./Dr. (Contact Person):

First paragraph - introduction (2 - 4 sentences)
*Establishes the purpose of your letter, attracts attention, and arouses interest.*

* State why you are writing by naming the specific position or type of job.
* Tell how you heard about the position/employer and why you are interested in it.
* Insert a brief sentence that gives your degree, major, university, and graduation date.

Second/third paragraph - body (1 - 2 paragraphs, depending on your background)
*Generates interest with content by indicating how much employer research you have done and how your skills/background match the employer’s needs.*

* Indicate how you can help the employer achieve organisational goals in your specialty. Focus on what you can do for them rather than why you want the position.
* Highlight your most significant accomplishments, abilities, and experiences that are specifically relevant to the employer and job requirements.
* Sell your credentials - your mission is to prove you should be invited to an interview. Make reference to enclosures.
* Do not simply repeat your resume but point out important experiences and key assets - show some of this to demonstrate to the employer your personal qualities which cannot be indicated on a resume.

Fourth paragraph - closing (4 sentences maximum)
*States your commitment to action.*

* Take the initiative to make clear what happens next - you will be calling to arrange an appointment, and/or ask for additional information.
* State your availability. Let them know if/when you will be in the area.
* Mention that you have an enclosed resume or sample work, if applicable.
* Indicate that you will call to inquire about the possibility of an interview and/or the timing or the selection process.
* Restate contact information so the employer can contact you.
* Thank the employer.

Very truly yours/Sincerely,

Your signature
Your name, typed