Address

City/State/Zip

Date

(2 spaces)

Contact Name

Title

Organization

Street Address

City/State/Zip

(2 space)

Dear Mr./Mrs./Dr. Last name: (Use Title if name is not available)

(1 space)

**Opening Paragraph: (Capture attention, build a match)** \* State purpose, position seeking

\* Use name of mutual colleague, person who recommended you

\* Mention source of lead

**Body Paragraph(s): (Explain why you are best qualified)**

\* Show enthusiasm

\* Demonstrate your skills

\* State your credentials

\* Identify how skills were obtained

\* Tell a brief story, give examples of achievements

\* Use self-descriptive words

\* Put adjectives with activities

\* Use action verbs

**Closing Paragraph: (Ask for the interview)**

\* Restate solid match

\* Take charge . . . say you will call to follow up

\* Explore potential meeting/interview

\* Affirm confidence

\* Express thanks for consideration of your interest

(1 space)

Sincerely,

(3 spaces)

Signature

(Type name)