Your Name

Your Address

Your City, State Zip *(as in: Madera, CA 93637)*

Your Telephone Number *[as in: (559) 675-4450]*

Today’s Date *(spell out month, day, year, as in: October 20, 2014)*

Interviewer’s Name

Professional Title *(as in: Manager)*

Organization Name

Mailing Address

City, State Zip

Dear Mr./ Ms. Last Name (**The** **Business Interviewer**):

**First Paragraph (state the reason for the letter)**

Briefly state what position you are applying for and how you heard of the opening. Create a statement that establishes a connection with your reader and you.

*Sample lead in statement:*

I would like to express my interest in the position of (...) recently posted on your website.

I have always had an interest in (…) and was thrilled to see your newspaper ad for the position of (…).

**Second Paragraph (Give a brief summary stating why you feel you are prepared for this position.)** State relevant points about your qualifications for the reader. You may incorporate a column or bullet point format here.

{Refer back to your **resume** and the ***skills, achievements, and work experience*** for this information}

**Third Paragraph (This is the closing stating where you can be reached, ask for a response, and thank the interviewer.)** Initiate action by explaining what you will do next, example(s):

I can be reached by phone or email and look forward to hearing from you at your earliest convenience.

I look forward to hearing from you, and am excited to meet with your to discuss opportunities with **(Company name here)**. Thank you for your time and consideration

Please contact me at your earliest convenience. I am eager to further discuss opportunities with **(Company name here)**. Thank you for your time and consideration.

Sincerely,

Your Handwritten Signature *(Leave 3 spaces for this)*

Your Name (Typed)