| Your Name  JOB TITLE | horizontal line  123 Your Street  Your City, ST 12345  123.456.7890  no\_reply@example.com |
| --- | --- |

Date

Recipient Name

Title

Company

Address

City, ST ZIP Code

Dear Recipient (or use To Whom It May Concern):

**(Paragraph 1)** State what position you are applying for and briefly note what makes you the best candidate. What are you writing the letter for? Can add additional information about being an asset to the business. Ideally this letter will not be much more than one page.

**(Paragraph 2)** Describe what you will bring to the position. Discuss your qualifications/work experiences/education and how those relate to the audience’s needs. Elaborate on your strengths and explain the things that set you apart from the other applicants. This can be more than one paragraph - you can make a paragraph for each piece of experience. \*As you gain more experience you may need to condense these.

**(Paragraph 3)** Describe your interest in what you are applying for. Show the reader that you know what they value, why it is important, and how you meet their criteria.

**(Paragraph 4 - optional)** If there is room, you can add volunteer activities or extracurricular activities. Use this space to tell them more about yourself.

**(Conclusion)** Tell the reader to contact you if they need additional information and the best time to reach you. Wrap it up, state again what you’re applying for and mention qualities that make you a good candidate. Let them know that you are excited or looking forward to the opportunity. Tell them you appreciate their consideration.

Sincerely/Regards/Etc,

Your Name