Your Personal Heading (*Use a professional letter block*)

Date

Contact Person or Department
Professional Title (if Person)
Organization Name
Mailing Address
City, State, Zip

Dear Contact Name or Attention: Department (*DO NOT write “To Whom It May Concern”*)

**First Paragraph**
Indicate your reason for writing (*the name of the position for which you are applying and the position number if there is one*) or “For the last x years I have been honing my skills in (*such-and-such related to the job; read the job description to find out what they are looking for and let them know that you have it*).” The goal for the letter of interest (*or letter of application*) is to catch the reader’s attention enough so that they want to look at your resume. If it sounds generic, they won’t be excited. Add some of your personality, as long as it remains professional, concise, and on topic of how you would be great for this job.

**Second Paragraph**
To prepare yourself for writing this section of your letter, answer the following questions: What skills and experience is the employer looking for in the ideal candidate for the job you want? Which of your achievements demonstrates that you have the skills and experience the employer is looking for? Which of your personality traits is the employer looking for in the perfect applicant for the position you seek? Be familiar with the job description and use key words from the qualifications that match your skills or experience. Do not simply repeat your resume.

**Third Paragraph**
Thank the recipient for reading your letter of interest and considering you for the position. You may want to follow up with a phone call if you have a contact name and phone number for that person, but do not say that you will call if you aren’t going to. State that you would like an interview, for example “I would appreciate the opportunity to interview and further discuss my ideas about new ways to captivate your target audience and improve sales (*or however you will be a benefit to the company, or what skills you will bring*)

Regards (or Sincerely),

*(signature)*

Your name
Enclosed: Resume