Your Contact Information

Name

Address

Phone Number

Email Address

Date

Employer Information

- If you have a specific contact name

• Name

• Title

• Company

- If you do not have a specific name

• Company

• Position

Salutation

- Use Contact

*• Dear Ms. Pocket:*

• If you do not know the person’s gender, use full name

- If you have no contact name, use the following

*• To Whom It May Concern:*

*• Dear (Company Name) Recruiter:*

Paragraphs

Intro

- The position for which you are applying

- How you heard about the position

Body

- Match qualifications to job description as much as possible

Final

- State why you want the position

- Include how you will follow up (call, email)

- Thank employer for consideration

Complimentary Close

• Respectfully yours,

• Sincerely yours,

• Regards,

Your Name