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