(Your Name)

(Street Address)

(City, State)

(Email Address)

(Today’s Date)

(Name of Recipient)

(Title)

(Company)

(Address)

Dear (Name of Recipient),

(Introduce yourself and what job you would like to be considered for. Personalize the introduction if possible by including details about past encounters with the recipient or details about third parties who may be referring you to the job.)

(Discuss what sets you apart. Provide examples which demonstrate these traits in the workplace. Use bold, italics and bullet points to draw attention to the most important information.)

(Ask them for an interview or a response)

Sincerely (or Respectfully Yours),

(Typed Name)

Enclosure