

Your Address
City, State Zip Code
Date

Title and Name of Contact Person
Employer Name
Address
City, State Zip Code

Dear Mr./Ms. last name of contact person:

First Paragraph : Tell why you are writing; name the position for which you are applying, and tell how you heard of this opening. State why you are interested in working for this employer. If you have lived in the area or know it well, mention this. Specify your interests in the type of work the firm does. Describe what is particularly appealing to you about the employer.

Second Paragraph : If you have had skills, experience, courses, publications or clinic experience, be sure to point out what particular achievements you have accomplished in the employer's field or type of work. Indicate why you are qualified for the job. Emphasize pertinent items on your resume; add information that is not specifically mentioned on your resume. Include information that is pertinent to the job for which you are applying.

Third Paragraph: Demonstrate that you have done some research about the organization. This research doesn't have to be extensive, but it shows that you have taken the time to think about this position and put some effort into this letter. This makes a very good impression on employers. It shows that this is not a form letter where only the name and address is changed for each position.

Fourth Paragraph: Have an appropriate closing to pave the way for an interview. Indicate your willingness to interview personally by providing your contact phone number and hours available to receive a call. Thank the employer for his/her consideration.

Sincerely,

(leave 4 blank lines for signature)

Your Name (typed)