Your Full Name
Your Address (Don't include your real address when posting for peer review comments)
Your Phone Number (Don't include your real phone number when posting for peer review comments)
Your Email Address (Don't include your real email address when posting for peer review comments)

Today's Date

Manager's Name (if you don't know the name write Hiring Manager or To Whom It May Concern)
Their Company Name
Their Address
Their Phone Number if known
Their Email Address if known

Dear _____, (if you don't know the name write Hiring Manager or To Whom It May Concern)

Paragraph 1 is where you tell what job you are applying for and why you want to work for that company specifically.

Paragraph 2 is where you give about three specific ways your skills match up what they are looking for.

Paragraph 3 is where you thank them for their time, ask for an interview and let them know the best times and way to reach you.

Sincerely,

Your Full Name Goes Here
Encl: Resume (this means they should look for your resume enclosed or attached)