

First and Last Name

City: ____ • Cell: • Email: @hotmail.com

[Your name]

1. Contact information and date

[Your phone number]

[Your email address]

[Optional: Your mailing address]

[Date]

[Employer's name]

[Employer's mailing address]

2. Greeting

[Greeting],

[The first sentence should include your name and the role you intend to apply for. Use the second and third sentences as an overview of your strengths and greatest accomplishments. In the last sentence, express your excitement and appreciation for the opportunity.]

3. Opening Paragraph

[In the first sentence of your second paragraph, introduce your most recent professional title and overview of your accomplishments as it pertains to your duties. In the second and third sentences, select your most relevant and impressive achievement and explain the impact you were able to produce. Use numbers to quantify your successes whenever possible.]

4. Middle Paragraph(s)

[In the first sentence of your third paragraph, provide an overview of what makes you uniquely qualified for the role. In the second and third sentences, support your claim with specific examples from previous professional or educational experiences. Again, use numbers to quantify your successes whenever possible.]

5. Closing Paragraph

[In the first sentence of your closing paragraph, express gratitude and excitement for the opportunity. Use the second and third sentences to explain why you are applying for the position and looking forward to hearing from the company.]

6. Complimentary close and Signature

[Closing statement],

[Signature]