**Your Name**

Your Address

Your Phone Number

Your Email Address

Date

Hiring Managers Name

Company’s Address

Company’s Phone Number

Hiring Manager’s Email Address

Dear (Hiring Manager’s Name),

In the first paragraph you should briefly introduce yourself by telling the employer the position you are applying for and how you learned about the opportunity. The rest of the paragraph should briefly highlight your education background, skills and work experience and why you are interested in the position.

The second paragraph is where you sell yourself to the hiring manager. You should directly address the job description. Describe how your previous experiences, skills and interests prepare you for this job.

In a third paragraph, explain how you can contribute to the company goals. Fill in any gaps in your resume or elaborate on experiences that you didn’t fully explain in your resume.

In the final paragraph, thank the hiring manager for taking the time to review your application and inform them that you would love to be interviewed.

Sincerely,

Your Name