Your Name

Telephone  | Email address  |Street Address, City, ST ZIP Code

**Date**

Recipient Name

Title

Company

Address, City, ST ZIP Code

Dear MR. / Ms. [Recipient Name]:

Explain how your qualification and career plan match the job. The details you provide should show that you have done your research and understand what the job entail, what the company and industry are looking for. Do not copy sentences from their website.

Briefly describe your professional and academic qualifications that are relevant to the role. If the job was advertised refer to all of the required skills written therein. Emphasize what you can do for the company, not vice versa. Outline a relevant career goal, for example if you are applying for Sales positions do not say that you are training to be an airline pilot. Incorporate your research. Expand on the most relevant points of your CV.

Request actions, for example indicate your desire for a personal interview and that you’re able to meet with the employer at their convenience.

Sincerely,

Your Name