

Your Name
Your City, Your State
Your phone number
Your Email

Today's Date

Company Name
Company Street Address
Company City, State Zip code

Dear (company name Human Resources, example FSU Human Resources, Human Resources, or use the name of the hiring manager or Human Resources Rep., if you have their name):

Opening Paragraph: STATE YOUR REASON FOR WRITING – Introduction of yourself and the purpose of your letter, who you are and why you are writing. State what position you are applying for and why. Briefly mention how you learned of this opportunity, or how the employer's name was obtained, e.g. I saw your position posted on CCN (or another posting) or through a conversation that you had, and I am interested in your company. Explain why you are interested in the company or position.

Middle Paragraph: Work History as it pertains to this position- Share your qualifications by providing examples of relevant work experience for the position.

Closing Paragraph: STATE EXPECTED ACTION – Thank the reader for their time and consideration, state how you may be contacted (include both phone number and email address).

Sincerely,

Your signature (4 blank lines for this)

Your typed name