

First and Last Name

12345 Street Address
City, State 00000
(111) 000-000
email@address.com

January 1, 2017

Employer Full Name
Employer Position
Company
12345 Street Address
City, State 00000

Dear Dr/Mr/Ms. Employer Last Name (or Hiring Manager),

This is your introductory paragraph. Start by briefly introducing yourself. Let the hiring manager know which position you are interested in and how you came to know of the job. If you were referred by an associate of the company, be sure to mention that. Give a quick overview of your skills and experience in relation to the position you are interested in. Your goal for this first paragraph is to grab your potential employer's attention.

The objective of your body paragraph is to provide addition information about your qualifications and interest in the job. Why are you interested in this position? Why do you want to work at this company in particular? What makes you an ideal candidate for the company and why should the hiring manager even consider you? This is where you can give more information about your qualifications and present examples of how your skills have been applied in your previous experiences. Do not simply restate what you have from your resume. When describing your qualifications, match them with the position's requirements and align your values with the company's vision. Be relevant. Do not talk about skills that don't apply to the position whatsoever. For example, there is no point in stating that you have five years of experience in marriage counseling if you are applying for a biomedical engineering position.

For your closing statement, briefly review how you are a strong candidate for the job. Politely request for an opportunity to interview at the employer's convenience. Explain when and how you will follow up as well. Finally, thank the employer for their consideration.

Sincerely,

[Handwritten signature]

First and Last Name typed
(111) 000-0000