

INSERT RESUME HEADER HERE (*Your Name & Contact Info*)

Date

Name of Individual

Title of Individual

Name of Employer

Street Address or PO Box Number

City, State, Zip Code

Dear Mr./Ms./Dr./First Name and Last Name,

(Note: Make every effort to find out who should be addressed in a letter. If you don't have a name, you may use any of the following salutations: Dear Hiring Manager/Hiring Team/Hiring Committee.)

Opening Paragraph: Clearly state the reason for writing, naming the position or type of work for which you are applying. Identify how you heard of the opening or how the employer's name was obtained (i.e., I found your position posted on Handshake or Professor Smith in the Computer Science Department at Skagit Valley College recommended that I contact you.) Pique interest by briefly sharing how your background, qualifications, and skills will serve the employer's mission and values. (You will expand on this information in the body paragraphs.)

Body Paragraphs (2-3). Share concrete reasons why you are a strong fit for the position and organization. Highlight: your skills; your goals; and/or how your education, experiences and other qualifications support your capacity to succeed in this job (in this organization.) Focus on what you can do for the employer rather than what the employer can do for you. In deciding what to share, use the job qualifications as a guide and feature your most relevant skills, strengths, and experience.

Tip: To avoid simply restating your resume, consider organizing your paragraphs by skill/qualification. Focus a paragraph on a key skill/qualification you possess, provide a concrete example (or two) of how you have used or developed it, and connect it back to the position you are seeking. (Why does this skill matter or why are you excited to use it in this new role/organization?)

Closing Paragraph. Reiterate your interest in the position/organization. Thank them for considering your application and indicate your availability for an interview. End on a strong note.

Sincerely,

[Sign your name with font or with ink.]

Your Name (typed)