Your Address

Your City, State Zip

Type Date Here Ex. February 4, 2010

Name of Person Writing To

Name Of Company

Address of Company

City, State Zip

Dear Mr. Ms. Last Name:

This paragraph tells the person what job you are writing about. Tell them how or where you heard about this position.

This education and training you have received. List all the skills that you have that apply to the job requirements. At least three sentences.

Tell them you have enclosed a resume for them to review. Ask them to schedule an interview and tell them how to contact you and when the best time is.

Sincerely,

Type First and Last Name Here

Enclosure