Your address

City, State, Zip

Date

Company name

Address

City, State, Zip

Dear (Contact name, or Hiring Committee, or HR Director): (never To Whom it May Concern!)

**Paragraph 1:** A short paragraph, 3-5 sentences, that: 1. Identifies the position you are applying for (include job number, if available); 2. Shares why you are interested in the position; 3. Indicates how you found the position, and 5. Connects at least one of your qualifications with at least one of the company’s needs. The goal of this paragraph is to introduce yourself and answer the question: why should you hire me?

**Paragraph 2 (or more, depending on the position):** An expanded paragraph that aligns your skills and qualifications with the job announcement. Use key words from the job announcement and specific examples from your past that demonstrate how your previous experiences and successes will meet the company’s needs. Be concrete in this paragraph. You will want to show the recruiter evidence of your experiences and skills, and you will want to directly connect how the experiences show the skills the company is looking for. You can include experience not listed on your resume.

**Paragraph 3:** A short paragraph, 3-5 sentences, that explains more on why you want to work in the organization. Show your interest in and enthusiasm for the organization’s services or projects. This paragraph is a great place to show that you know the organization’s mission/values and that you share its mission/values. Show that you share the mission and values of the organization by recalling some of your education or accomplishments and how they align with the company’s values.

**Paragraph 4:** A very brief paragraph, 1-3 sentences, that expresses your interest in meeting with the organization for an interview. Summarize why the company should interview and then hire you by restating some of your qualifications and adding any new information you think the organization needs to know about why you would be an asset. Provide your contact information. Make sure to thank the recruiter for their time and consideration.

Sincerely,

Signature

Name