

Your Street Address
City, WI 12345

October 2, 2021

Recipient's full name with salutation (Ms., Mr., Dr., etc.)
Recipient's job title
Company name
Work street address
City, ST 12345

Dear Ms. Stevens: [if unknown, use the salutation – Dear Hiring Professional:]

The **first paragraph** should indicate why you are writing the letter, the job opening you are applying for, and how you heard about the opening. Usually consists of 2-3 sentences.

The **second paragraph** should focus on what you have that the employer needs. State why you want to work for that company, what specific skills make you qualified for the position, relevant training, previous experience, and why you are looking for a job. Focus on your skills, education, experience, and/or character. Usually consists of 3-5 sentences.

The **third paragraph:** Restate your interest in the position. Remind the reader of your phone number and state that you look forward to meeting him or her. If you state you will initiate the follow-up, be sure to make contact within the timeframe you said. Thank the reader for his or her time and consideration.

Sincerely,

Remove this text and sign your full name here

Your full name typed out

Enclosure [add Enclosure if you are including your resume]