December 7, 2012

Dear :

Opening and Introduction (First Paragraph)

* Name the job you are applying to and where you saw or heard the advertisement
* If applicable, include a reference to the person(s) you spoke to about the organization
* Briefly sum up your value to the employer by stating what interests you in the organization and position

Body (Middle Paragraphs)

* Use these paragraphs to sell your skills and convince the employer that you are the ideal candidate for the position
* When discussing your qualifications, include words from the job description
* Group your qualifications according to themes and prove points by using examples
* Organize paragraphs carefully and place the most important ones first

Closing (Final Paragraph)

* Mention that you would like to provide more information in an interview
* Refer to your enclosed resume

Sincerely,

Enclosure