Dear Mr./Ms./Dr. Last Name:

**Opening paragraph**: Clearly state why you are writing. If applying for a job, indicate the position title and where you saw it advertised. If you were referred to the position from someone within the organization, or by someone the addressee knows, mention that as well. You may want to add one sentence on why you feel you are a good fit for the position.

**Middle paragraph(s)**: You should have one or two paragraphs that elaborate on how you have developed the relevant skills required for the job, and any relevant experiences or education you have acquired. Providing an example can help you emphasize your point. Of equal importance is your argument for how your interest in both the *job* and the *organization* developed. You will want to ensure that you include your interest why it would be a logical decision on their part to hire you.

**Closing paragraph**: Express interest in speaking with the addressee further in a personal interview, and indicate that you will follow up within an appropriate time frame. Thank them for their time and consideration of your application.

Sincerely,

Name (typed)