

Same Header as Résumé  
Same font as résumé

Current Date (spelled out)

2" from top



Mr./Mrs./Ms. First Last Name  
Company  
Address1  
Address2  
City, State ZIP

Dear Mr./Mrs./Ms. Last Name

Paragraph 1. Include position you are applying for, where you learned of the position, ask to apply, and show interest in the company.

Paragraph 2. Show your skills: technical (measurable computer skills) and soft skills (interpersonal skills). Try not to repeat everything on your résumé.

Paragraph 3. Request an interview. Provide your contact number. Let employer know your résumé is enclosed for them to review.

Sincerely

Your Name

Enclosure