



[Insert same header from resume]

[Month] [Day], [Year]

[Hiring Manager First and Last Name]

[Hiring Manager Business Address]

[City], [ST] [Zip Code]

[Endearment] [Social Title] [Hiring Manager Last Name],

[The introduction paragraph should introduce you and tell the hiring manager for which position you are submitting your resume. Customize to the exact job title. Explain how you found out about the position. If you have a personal or business connection to the company, you may want to mention it here. Relate your educational and/or professional background, experience and/or skills and how it fits to the position. Spark the employer's interest and provide information on how you stand out. Also, if you have done any research about the company, try to work in a fact or two to demonstrate your knowledge.]

[The body paragraph(s) should really "sell" you as the best candidate for the position. There are typically one to three body paragraphs. Use this section to highlight your skills, accomplishments and/or qualifications which connect to job posting. The focus of this section should be what you can do for them as it relates to what they are looking for in a candidate. You may want to use a bulleted list or bold text to draw attention to your key points.]

[The conclusion paragraph should drive home the reason you want to work for the company/organization. Showcase why you want to be a part of their team based on the research you've conducted about the company. Think of this as a way to show collaboration between you and them.]

[The closing statement should thank the hiring manager for their time and consideration. Mention that you look forward to hearing from them.]

[Close],

[Your Signature]

[Your Name (typed)]