



**[First Name]**  
**[Surname]**

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Date

[Recipient Name]  
[Title]  
[Company]

[Recipient Street Address]  
[Recipient City, ST Zip]

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**Dear [Recipient Name]**

[Introduction Paragraph: This paragraph introduces you. Explain the position you are applying for and let the interviewer know what makes you qualified for the position.]

[Body Paragraph: Provide relevant experience, achievements and skills pertaining to the position in which you are applying. This can be one or two paragraphs.]

[ Closing Paragraph: This is your wrap up paragraph. Restate your interest in the position and let them know you are looking forward to a meeting.]

Sincerely,  
[Your Name]



[Your Address]  
[City, ST ZIP Code]



[Your Phone]



[Your Email]



[Your Website]

