

Use the same header as you use for your resume.

Your name, address and date

If you absolutely cannot find a name use Dear Hiring Manager: or Dear Selection Committee:, not To Whom it May Concern

Employer's name, title and address

If you do not know if the contact is a man or a woman use Dear Full Name:

Dear Mr. Last Name:

Paragraph 1: State your reason for writing; refer to the position you want and state how you heard of the opening; prove that you have done some research on the company and position.

Paragraphs 2 & 3: Explain your interest in the job and how it matches with your skills, education and experience. USE EXAMPLES FROM YOUR RESUME. Prove that you are an ideal candidate.

Paragraph 4: Refer the reader to your resume. Close with a statement of what actions you will take next to set up an interview.

Sincerely,

Your Name
Enclosure

Don't forget to sign the letter!

Read your letter out loud! Re-write until you are satisfied that it sounds positive and professional.