October 15, 2021 date of letter

Jason Jones, President name of contact, followed by his or her title  
Big Time Job name of company/organization  
321 Main Street street address  
Riverhead, NY 11901 city, state zip  
  
Dear Mr. Jones: formal salutation followed by a colon (NOT “to whom it may concern”)

I wish to be considered for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as advertised in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I believe that my experience as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ skills qualify me for this position.   
  
[Paragraph 1 is typically a standard format paragraph. Employers want to see the specific job title that you wish to be considered for—since they often have several openings at once—and where you learned of the position (newspaper, online source, website, etc.). Highlight the top 2-3 things that you think best qualify you for this position in the middle of the paragraph. At the end of the last sentence, sometimes people write “make me the ideal candidate for this position” instead of “qualify me…” or something like that; it depends on your personal level of comfort in making such an assertion].

As indicated in the attached resume, I have served as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the past \_\_\_\_\_\_\_\_ years. In this capacity, I have had the opportunity to apply and further develop my \_\_\_\_\_\_\_\_\_\_\_\_ skills. These abilities would enable me to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for your organization.   
  
[Paragraph 2 is where you identify the first thing that you think best qualifies you for the position and explicate it. Offer details not already evident on your resume; since a resume is by definition a summary, this is your chance to expand and give specific, concrete examples. Show how your experience and skill set gained in your current or previous positions will apply to the specific position you wish to obtain.]

I also have experience in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This would be prove beneficial in a position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
  
[In the next paragraph or two, highlight the other things that you believe best qualifies you for the position. Again, offer details not already evident on your resume and show how your experience and skill set gained in other positions will apply to their specific position.]

Thank you for your time and consideration. I look forward to speaking with you soon. I can be reached most days between \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_.   
  
[The closing paragraph is a standard format. Thank them for their time and consideration and, if appropriate, indicate the best times to get in touch with you.]

Sincerely, “Sincerely” is standard format, as is “Regards.”

Skip four single spaced lines to leave room for your signature.

Pat Q. Smith Type your name so it appears below your signature.