

*Address Up Here (If Physical Copy)*

To the hiring board of *Name of Organization/Business Here* OR To *Specific Manager Name Here*,

Paragraph 1: Introduction:

*My name is Name Here, and I am Identify interest in specific position at business. (Think Princess Bride "Hello, my name is Inigo Montoya, prepare to die" in structure). Drop name of referring contact here if applicable.*

Paragraph 2: Experience:

*Identify education and/or professional experience that supports your interest in position. Highlight major achievements and projects you were involved with. Elaborate on connection with referring contact if used previously. Follow the K.I.S.S. method (keep it simple, silly) in writing.*

Paragraph 3: Special Interests/Skills:

*Discuss personal interests, hobbies or skills that can relate back to the position. Link interests to action words found in job listing. Identify ambitions or goals for the future.*

Paragraph 4: Summary:

*Reiterate interest in position and benefit you can bring to organization. Provide contact information and salary expectations (if requested in application).*

Sincerely,

*Provide Signature Here (Scan a picture of your signature and use clipping tool to save the image. Can be copied onto cover letters that way).*

Your printed/type name here with any relevant credentials.