

Emily N Henry

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Your Name
Your Address
Your City, State Zip Code

Date (example: January 3, 2022)

Employer Name
Employer Address
Employer City, State Zip Code

Salutation: (Be careful using gendered language. It is safe to address a position title.)

Opening paragraph: State why you are writing; how you learned of the organization or position, and a little information about what inspired you to apply.

Body (1-2 paragraphs): Tell why you are interested in the employer or type of work the employer does. Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Referring to how your skills, experiences, and goals align with their mission, vision, and values is always an impactful statement to make.

Closing paragraph: Refer to the fact that your resume is provided and mention other required documents that you have submitted. State that you would be glad to provide the employer with any additional information needed. Thank the employer for their consideration.

Sincerely,

Your Signature

Your Name Typed