Month Date, Year

Dr./Ms./Mr. Firstname Lastname

Employer Position Title

Organization Name

44 Street Name

City, ST

Dear Dr./Ms./Mr. Lastname,

Paragraph One should summarize your background including your education and level of experience. It should also indicate your interest in the position and your purpose or career goals.

Paragraph Two should outline your qualifications for the position. Here you should draw attention to your experiences that best outline your qualifications for the position in question and highlight your relevant knowledge, skills, and abilities (KSAs).

Paragraph Three should explain how your values complement those of the organization. This will take some research on the organization. For example, you might want to include information about the mission statement, strategic plan, or values of the organization. You should also mention something unique that you would contribute to the organization.

Paragraph Four should reiterate your interest in the position and express your gratitude. Share how the employer can reach out to you in the future if they have any questions.

Sincerely,

Firstname Lastname