[Your Name]

[Address]

[Phone number]

[E-mail]

[Mr./Ms./Dr. First Name Last Name of employer]  
[Name of Organization]  
[Street ]  
[City, State Zip Code]

Dear [Mr./Ms./Dr. Last Name],

[Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.]

[2nd paragraph: Tell why you are interested in the employer or type of work the employer does. Mention specific qualifications which make you a good fit for the employer’s needs. (Focus on what you can do for the employer, not what the employer can do for you.) This is an opportunity to explain in more detail relevant items in your resume. ]

[3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. Thank the employer for her/his consideration.]

Sincerely,

[Your name typed]