**First and Last Name**

Eureka, California 95501 · Phone · email

Today’s Date

Hiring Manager’s Name

Job Title of Hiring Manager

Company Name

Company Address

Company City, State, Zip code

Dear Hiring Manager/Committee/Name of recipient,

Introductory Paragraph:

* Introduce your reason for writing, and the name of the position for which you are applying.
* Establish yourself as a person who takes initiative by researching the job opening, and company itself. Explain something that excites you about the job that you’ve found in your research. Maybe it is something you resonate with, like the company’s mission, customer base, or method of doing business
* Give a brief introduction to who you are. If you have any degrees and/or certificates related to the job you are applying for, or key skills that relate to the job, you can briefly mention them.

The Body Paragraph:

* In the next paragraph, expand on a job and/or other points on your resume that show why you are qualified for this job. It can be past or present jobs, volunteer work you have done, degrees or certificates you obtained, etc. Expand on what was entailed in those 3 experiences, that are most related to the job you are applying for. Even if it is something that is a little related, but not a lot, if it is the most closely related experience you have, use it! The more related those experiences are to the job you are applying for, the better.

Conclusion Paragraph:

* Close with a statement of appreciation for the employer’s consideration of your application. Mention the company’s name in this last paragraph.

Sincerely,

(Signature)