

xxx W. High Street
West Chester, PA 19383 (*Your Address*)

Month xx, 20xx (*Today's Date*)

Ms. Breanna Jones
Human Resources Manager
ABC Company
500 Chestnut Street
Philadelphia, PA 19118 (*Employer's Address*)

Dear Ms. Jones:

Opening Paragraph (Length: 2-4 short sentences): PROVOKE INTEREST

Use an opening sentence that clearly and concisely states your reason for writing. Mention the position about which you are corresponding. There is room for creativity but be appropriate. Use an "Interest Creating Sentence" to:

- a. Refer to the employer's job description or company goal/mission
- b. Show your knowledge of the employer and their needs
- c. If someone referred you to the opportunity and/or you have permission to use someone's name when reaching out to the employer, do so here

Give information to show your specific interest in the company. Similar to a thesis statement, identify why your unique skills, education, and related experiences would make you an asset.

Body of the Letter (Length: 1-2 short paragraphs): STIR CURIOSITY

Share examples of key educational, work, and extracurricular experiences that demonstrate your strengths, competencies and abilities. Align your skills and experiences with the needs of the employer as stated in the job description. Demonstrate what you can contribute in this role. Select items on your resume that are directly related to the position or organization and expand on them. Do not simply repeat what is on your resume! Researching both the position and company will facilitate the writing of this second/third paragraph(s). Give details of your background that will show the reader why you should be considered as a candidate and how you can add value.

Closing Paragraph (Length: 2-3 short sentences): REITERATE GOAL

Take time to thank the employer for looking over your application materials, and restate your interest in the position and/or organization. Include a "confidence statement" as a summary without introducing new information (e.g., I am confident that my customer service experiences and marketing training have me well-positioned to contribute to your team). Also, express your willingness to follow up with more information if needed, and provide your phone number and email address for contact. Refer the reader to your enclosed resume or other materials.

Sincerely,

Rammy W. Chester (*Type your name under your handwritten signature*)

Enclosure: Resume