

[Your Name]
[Street Address]
[City, ST ZIP Code]
December 24, 2009

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

First Paragraph: Indicate your reason for writing. Name the position for which you are applying. Mention how you heard of the opening.

Second Paragraph: Explain why you are interested in this position and why you think you are the best candidate. Highlight areas such as educational background, professional experience, and accomplishments here. You may also include a description of your "soft skills" (i.e. motivated, enthusiastic, great communication skills, leader, facilitator, diversity and inclusion champion, etc.) in this section. Indicate what makes you unique and how you can benefit the employer.

Third Paragraph: Indicate your desire to meet with the hiring manager. Include contact information to ensure the employer can contact you during the day/evening hours. Thank the hiring manager for their consideration and express your appreciation for the opportunity.

Sincerely,

[Your Name]

Enclosure