

[Sender's Name]

[Sender's Company Name]

[Sender's Street Address]

[Sender's City, State/Province, & Zip/Postal Code]

[Sender's phone number and or email address]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Street Address]

[Recipient's City, State/Province, & Zip/Postal Code]

[Recipient's phone number and or email address]

[Subject]

[Dear Name],

[Introduction – this is where you explain the purpose of the letter, why you are writing it, what you hope to achieve from, and any other important information you want to get out upfront.]

[Middle Section – this is where you elaborate and provide more detail about what you outlined in the first paragraph. There may be several more paragraphs like this depending on how long the letter needs to be]

[Conclusion – this is the place where you wrap up and summarize things. There may be a call to action or next steps included in this paragraph.]

[Sincerely],

[Signature]

[Name of Sender]

Do

- Format as a business letter
- Be concise (2-3 paragraphs with about 3-4 sentences per paragraph)
- Research the owner/manager and address them directly
- Explain anything that may be unclear about your resume (i.e. no work experience)
- Objectively state your experience and/or interest with the company
- **Type your name and plan to sign above it**
- Use same font as resume

Don't

- Open vaguely (“Dear Sir” or “Dear Manager”)
- Brag about your connections with the company
- Write a long letter