

Your Name
123 Street
City, State ZIP
Date

Manager's Name
Title
Company Name
123 Street
City, State, ZIP

Dear Manager's Name

Paragraph 1: In this paragraph, provide the position for which you're applying and how you found out about the position.

Paragraph 2: This is the paragraph where you really sell yourself! Take the top 2 – 3 items that are most important from the job posting and where your experience/education is a fit for their requirements and parallel the two.

Paragraph 3: Close by thanking the manager for his/her time and letting him/her know that you would appreciate the opportunity to meet with them to further discuss your qualifications for the position.

Sincerely,