**Student Name**

1234 Dallas Drive

Dallas, Georgia 30132

770.555.5151 studentemail@gmail.com

Current Date (January 29, 2016)

Mr. James Jobs

125 Main Street

Dallas, GA 30157

Dear Mr. Jobs:

In the first paragraph, grab the hiring manager’s attention simply by telling him why you are writing. Example 1: I saw your website. I want to work for you because my Graphic Arts background is what you need. Example 2: I would like to apply for the sales position advertised in today’s USA Today.

In the second paragraph, rouse the manager’s interest by explaining what makes you special. Example 1: I have three years hands-on experience as an Accountant. Example 2: I have four important skills I can bring to the job.

In the third paragraph, give reasons why he should give you an interview. If you are responding to a help advertisement or job posting, be sure to talk about the skills that the ad says are important. Otherwise, adapt your other skills to apply. Example 1: I have over 1,000 hours building databases, including designs. Example 2: I have a good sense of humor, I’m easy to coach, and I am easy to work with.

Last paragraph tell the hiring manager that you want an interview. Example 1: I would like to interview for your position. You can reach me anytime on my cell phone at 770-555-5151. Example 2: Also, I hope you won’t mind if I call in a few days to ensure that you received my resume.

Sincerely,

Signature (after printing)

Your typed name

Enclosure