

The Body of the Letter (3 paragraphs)

Paragraph 1: This tells about how you found out about the job; identify the position you're applying for; include the name of a mutual contact, if you have one.

Paragraph 2: (Refer to resume) and point out your education, training, experience, and skills and how they relate to the job opening. Concentrate on items most relevant to the specific organization. Mention how you would contribute--how your skills and experience match the job you're applying for. Highlight one or two points from your resume (but don't repeat yourself) ie: "As you can see from my enclosed resume". Note when you'll be available for employment.

Paragraph 3: Request an interview and how you can be contacted (include an area code)! Say "thank you" to them for considering you for the position. State that you will follow-up and indicate when (one week's time is typical).