

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Why you are contacting the company. How did you hear about the position?
Remember to include the name of a mutual contact, if you have one. Be clear and to the point regarding your request.

Sell your self; what makes you different. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Briefly explain your resume, hi-lighting you're most recent and successful accomplishments. Give examples to support each statement you make. Use several shorter paragraphs rather than one large block of text.

Let them know that you will make the initiative to follow up. Remember, it is your responsibility to follow-up; this relates to your job search. State when you will do so (one week's time is typical) and how. You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

Sincerely,

You're Signature

Your Typed Name