[Your Name]

[Street Address]

[City, State, Zip]

[Optional – Email Address]

[Today’s Date]

[Name of Recipient]

[Title]

[Company]

[Address]

[City, State, Zip]

Dear [Name of Recipient],

[Introduce yourself and what job you would like to be considered for. Try to personalize the introduction if possible by including details about past encounters with the recipient or details about third parties who may be referring you to the job. Make it interesting so the reader will continue reading]

[Discuss three or four traits or characteristics that set you apart from others. Provide a story how you were able to implement these traits in the workplace. This can be done by using a SAR (Situation, Action, Result) statement. Consider using bullets (alt + 0149) to draw attention to important information.]

[Close by thanking the reader in advance for their time. Encourage them to please contact you with any questions they may have and that you look forward to hearing from them.]

[Sincerely or Respectfully Yours],

[Sign here with dark ink]

[Typed Name]