

YOUR NAME

Street Address
City, State, Zip
(xxx) xxx-xxxx

Today's Date

Hiring Person
Company
Street Address
City, State, Zip

Dear Hiring Person,

In the first paragraph tell how you heard about the job opening, and the title of the job you're interested in. Say that you are sending a copy of your resume, and you'd like to call attention to the close match between their needs and your experience.

YOUR REQUIREMENT

1. List the most important requirement in the ad, usually years of experience.
2. Their 2nd top requirement.
3. Their 3rd top requirement.
4. Their 4th requirement.

MY QUALIFICATIONS

1. List your nicely-matching top qualification, usually years of experience.
2. Your parallel key skill, experience, or training.
3. A very brief accomplishment showing that you meet this requirement, too.
4. Your similar qualities showing yet again how you are exactly what they want.

In the last paragraph, tell how you will follow through. If you're responding to a blind ad, ask for an opportunity to meet with them, mention an easy way to reach you, and end on an upbeat note. "I hope you agree that I would be an asset to your company, and I look forward to hearing from you soon."

Sincerely,

June JobHunter

Enclosed: resume