<Copy the heading that is on your resume and insert here.>

OR…

<Insert Your Name>

<Insert Address>

<Insert City, State & Zip Code>

<Insert Best Phone Number>

<Insert a Professional Email Address That You Check & Don’t Ignore ☺>

<Insert Date>

<Insert Contact Name & Title>

<Insert Company Name>

<Insert Company Address>

<Insert City, State & Zip Code>

Dear Ms./Mr./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

In this first sentence, say hello, introduce yourself, and explain how you discovered this opportunity; name-dropping will land you at the top of their stack. Now, quickly tie yourself to the organization’s vision/mission/values by explaining, briefly, how your qualifications (focus on 2-4 relevant skills/experiences) make you the perfect candidate for the job… and kissing, ever-so-slightly and ever-so-gently, the organization’s butt. ☺

Be engaging, upbeat, and confident (not cocky): now is when you use your storytelling skills – or fake it till you make it – to introduce a brief narrative or two that *shows* the 2-4 skills you mentioned above and elaborates on others that are relevant to the position. Also, now is the space where you can answer any possible questions that your resume poses, such as:

* Why aren’t you currently working in your field of interest?
* Why in the world are you currently unemployed?
* Why is there a massive gap of time in the X section of your resume?

By the way, bulleted information is totally cool, but make darn sure it’s highlighting your top skills because this is exactly where the reader’s eyes will go first. When in doubt, of course, leave it out.

In this final paragraph, as you know, be grateful and welcoming. Welcome the employer to contact you for the opportunity to further express your qualifications in person. Thank them for their time and consideration while looking forward to hearing from them soon.

Sincerely,

[leave 3 spaces for your signature]

<Insert Your Name>

Attachment[s]:

Resume [list other attachments below this: letters of recommendation, portfolio, etc.]

Dear Ms./Mr./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

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In this final paragraph, as you know, be grateful and welcoming. Welcome the employer to contact you for the opportunity to further express your qualifications in person. Thank them for their time and consideration while looking forward to hearing from them soon.

Sincerely,

<Your Name>

<Your Phone Number>

<Your Professional Email Address>

Attachment[s]:

Resume

[anything else]