Date <enter 4 times to leave 3 blank lines after date>

Mr./Ms. Employer Name  
Employer Title  
Company Name  
Company Street Address  
City, State Zip

Dear Ms./Mr. Employer Name (if you do not have a name use “Dear Hiring Manager”):

Tell the employer you are writing to inquire about a the <specific job title> position you found posted <where you found it posted>. Let the company know briefly why you are applying for the position by emphasizing what you have to offer to meet their needs.

Your middle paragraph(s) should provide details and supporting information about your specific qualifications and skills, as sought by the employer. The skills and qualifications you include should match or closely match those listed in the job description. Do not restate what is in your resume, instead, choose one of two areas you want to highlight to your employer. The tone of the letter should be about what you have to offer the company, not what the company or job will offer you. The tone should also match that of the company where you are applying. If it is a young start-up, you can be more casual. If it is a formal accounting or financial services firm, be more formal.

In the final paragraph, keep is simple. Thank the employer for their consideration and reiterate your interest. You may tell the employer you will reach out to follow up to determine next steps, or you can encourage them to contact you to discuss further at <phone number>.

Sincerely,

Your Name