

Your Street Address
City, State, Zip

Today's Date

Dear _____, (Ideal to have a name. Could be hiring manager or person you have been corresponding with. If name is not an option, but name of company)

Opening Paragraph: Do your research! Go to the company's website. Read about their programs as well as their mission/vision if they have one. Write what drew you to work for them, mention what part of their mission you agree with, or what you like about what they are doing. Companies like to know you did your homework. Explain what position you are interested in and an overview of your below points on why you feel you would be a good fit.

[Example: I became aware of your company when I went to the career fair last week. I love that your mission is about saving children as I find that to be very important in my life as well. I believe that my experience, unique skill set, and team player attitude make me an excellent candidate for the team lead position. I feel strongly that I would prove to be an asset to your company because:]

- Bullet 1: Address the first trait you stated in opening paragraph. Look at the job description to make sure your three traits are matching up to the job requirements.

[Example: My previous experience at wonder world, along with my other work in childcare, has provided me the opportunity to gain a wealth of experience in this field. Because of this, I have gained vast knowledge in best practices and have seen the importance of using life saving techniques. If given the opportunity, I could bring this knowledge to your company and use it to continue to develop the already strong program.]

- Bullet 2: Address the second trait you stated in opening paragraph.
- Bullet 3: Address the third trait you stated in opening paragraph.

My résumé is attached for your review. Thank you for your time and consideration.

Sincerely,

Your name