Your Street Address

Your City, State, Zip

Your Phone Number

Your Email Address

Person X and Title

Company Name

Company Street Address

Company City, State, Zip

Date

Dear Person X,

Opening sentence should explain how you heard about the position and should express some enthusiasm. Then include one sentence about you or about the context of why you are applying. End with a thesis statement that asserts your skills/fitness for the job and how you will prove them.

Internal paragraphs should open with a topic sentence that asserts one of your thesis claims (i.e. your strengths). Paragraph should then include specific evidence to prove the claim, and close with a “so what?” sentence that explains why you and/or your skill can benefit the employer.

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Closing should reiterate your thesis, kindly ask to be contacted, and express thanks.

Sincerely,

(take a pen and sign your name in ink here)

Your Name