John Q. Sample

123 American Way

Knoxville, TN 37920

C: (865) 123-4567

H: (865) 765-4321

[DATE]

[Employer Contact Name]

**[**Title ]  
[Company]

[Address ]  
[City, State, Zip Code ]

Dear Mr./Ms. [Last Name]:

Introduce why you are writing to the company; include why you are interested in the position and how you found out about the position (ex. newspaper, mutual contact, on-line advertisement, etc.). Let the reader know that you are highly interested in an interview or appointment to meet.

The middle paragraph should explain why you are the best candidate for the position mentioned above. Be specific in describing your skills and knowledge; relate them to terms used in the job advertisement or key words found on the company’s website or other publicity. Use this paragraph to further expand on your resume; highlight the key points. You may also want to consider use bullets instead of one large text block.

In the final paragraph, thank the employer for considering you as a candidate. Include information on how you will follow-up (ex. I look forward to speaking with you in the near future, I look forward to becoming a part of the team, etc.). Offer your contact information should the reader have any further questions or information for you.

Respectfully yours,

John Q. Sample

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