

Your first name and last name
Your Present Address
City, State, ZIP Code

Job application

Date

Person's Name
Title
Employer Name
Street Address
City, State, ZIP Code

Reference to telephone conversation /newspaper advertisement

Heading

Dear (Mr., Ms., Dr., etc.)

(First paragraph) State your reason for writing, the specific position for which you are applying. Also, indicate where you found the position. Say something about your motivation why you are applying just for this job and this company. Mention when you have to start your practical training.

(Middle) The middle, one or two paragraphs, is your opportunity to sell yourself to a prospective employer. Tell about your education, work experiences and emphasize your skills and strengths related to the job you are applying for. Mention information other than what is on your CV. (Your resume states what you have done; the cover letter must integrate this with what you have learned.)

The letter should not have more than three main paragraphs. Your cover letter needs to be short and concise and motivate the reader to read your application. Ensure your cover letter has no misspellings, poor grammar or typos.

(Final paragraph) Show interest for a personal meeting and the possibility to tell more about you. You can even write that you will call in a few days to find out if an interview can be arranged. Thank the employer for taking the time to read your letter and resume.

Sincerely

Signature
Your typed name

Enclosure(s)

refers to enclosed résumé, reference list, etc.