

Your Street Address  
City, State xxxxx  
Date

*(Hit enter 4 times after date and then include the following information below.)*

Hiring Manager Name  
Company Name  
Company Street Address  
City, State xxxxx

Dear Ms. or Mr. Smith, *(Use the name or Director of Human Resources.)*

I am interested in being considered for the position of \_\_\_\_\_. I have \_\_\_\_\_ years of experience in the areas of \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ with an interest in \_\_\_\_\_. Explain your recent relocation or job gaps here or other information not covered in your resume.

List your first qualification-the position you were in, the company, and for example, how you grew sales by 15% in 2005 by focusing on specialized sales training for your team, restructuring incentive programs, and building a strategic marketing plan for each geographic location. Try to use work examples that are not included in the resume. No need to repeat and waste the Hiring Manager's valuable time.

List your second qualification following the same setup for qualification number 1.

List qualification number 3 also using the same format.

Your final paragraph should include your strong interest in the position, recap the qualifications you listed above (List a total of 3 qualifications) along with a passion for \_\_\_\_\_ (List fourth qualification here). Please contact me at xxx-xxx-xxxx at your earliest convenience to set up an interview to learn more about the \_\_\_\_\_ position. I look forward to meeting with you.

Sincerely,

Your signed name *(Hit enter two times after this)*

Your typed name first and last



Jessica Miller-Merrell is an author, HR consultant and new media strategist who writes at [Blogging4Jobs](#). Her company, Xceptional HR offers social media strategies, human resources, and recruiting consulting with an eye on digital media. Jessica is the host of the [Job Search Secrets](#), an internet television show for job seekers on Sundays at 9 PM EST.