

Step 2: Create your heading

Add your Resume Header Here!

Date _____

Hiring Manager’s Name/Title _____

Company Name _____

Company Address _____

Company City, State, Zip _____

Dear _____, (Address by their full name if you have the information. If there is no name, consider using: Hiring Manager, Hiring Professional, or Search Committee.)

Step 3: Opening Paragraph (Direct, and engage the reader)

1. Identify the job you are applying to.
 - a. Make sure to include exact job title and job ID number
2. How did you discover the job was available?
 - a. Job board, internet, placement center, professional meeting, referral, person in hiring firm, career fair, recruiter, etc.
3. Provide one to two sentences on a summary of your qualifications for the position, or what excites you about the position
 - a. Be specific in your qualifications, such as mentioning years of experience, degree path, or certain skills you have.
 - b. Be specific about what interests you in the position or organization, such as the community impact, success rate in their work, or company’s reputation.

Step 4: Middle Paragraph (Why should this person/company be interested in you?)

1. Identify the company’s needs and provide how you match those needs.
 - a. Reference the experiences, courses, projects, skills, approaches, and abilities you listed on the first page
2. Determine the highest priority to the company and give specific examples how you meet those qualifications.
3. Create a few short statements that include keywords from the job description.

Step 5: Closing Paragraph (Closing, add something new)

1. What have you not said?
 - a. Consider sharing professional behaviors you have not shared above, such as the skills your colleagues see in you.
 - b. Alternatively, you may share what interests you in this field (professionally).
2. How can you show your gratitude for their consideration in closing?