

Step 2: Create your heading

Add your Resume Header HERE!

Date_____

Contact Person’s Address

Title/Name_____

Company_____

Street_____

City, State, Zip_____

Dear _____,

Step 3: Opening Paragraph (Brainstorm and prepare responses)

1. Why are you writing this letter? What’s your objective in contacting this person?
 - *Include exact job title and job ID number*
2. How did you discover the job was available?
 - *Job board, internet, placement center, professional meeting, referral, person in hiring firm, career fair, recruiter, etc.*
3. Present how a position within this organization would greatly enhance your career path and how your capabilities will be an asset to the organization.

Step 4: Middle Paragraph (Brainstorm and prepare responses)

1. What do you have that matched those needs?
 - *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 examples how you meet those qualifications.
3. Create a few short statements that include keywords from the job description.

Step 5: Closing Paragraph (Brainstorm and prepare responses)

1. How should they contact you (email/phone)? Will you be proactive or reactive?
2. How can you show your gratitude for their consideration?