

Your Address (no name)

City, State Zip

Phone Number

E-mail

Interviewer Name

Company

Job Title

Address

City State, Zip

Date

Dear \_\_\_\_\_ : (Interviewer Name)

*Tell which job you are applying for and the location. Also make a short statement regarding your qualifications for the position.*

*The second paragraph should include information about your education, experience, skills, etc. This is your chance to give the interviewer a good 'feel' for you before they look at your resume. Discuss specific skills that match the job responsibilities for the position and list qualifications such as dependability, team-player, etc.*

*The third paragraph should thank the interviewer for taking the time to review your information and should welcome them to contact you anytime for an interview.*

Sincerely,

Type Name