

**Here is the format that Susan used to write her letter. The letter is broken down into four clearly defined paragraphs.**

Your Name – Slightly Bigger font than the rest of the letter

Your Address

Your Phone Number

Your E-mail

*Space*

Date

Mr./Mrs./Ms. Contact Person

Title

Organization

Address

Dear Mr./Mrs./Ms. Contact Person: (use a colon)

Explain which position you are applying for , what you know about the company or how you heard of it, and give a brief personal background.

Describe the talents, skills, and experiences you have that will benefit the company and will make you a good candidate for this position.

Tell what you plan to do next, such as contacting the person by phone or email, calling to request an interview, etc. Give a firm date when this will happen. Also, provide contact info for yourself.

Thank the contact person.

Sincerely,

*YOUR SIGNED NAME*

YOUR PRINTED NAME