Your name

Your Street Address

Your City, State and Zip Code

Your phone number

Your email

Today’s Date

Hiring Manger’s Name

Hiring Manager’s Title

Business Name

Business street address

Business city, state and zip code

Dear Hiring Manager’s Name:

Introduction paragraph—see “How to Write a Cover Letter” for instructions.

Sell yourself paragraph—see “How to Write a Cover Letter” for instructions.

Conclusion paragraph—see “How to Write a Cover Letter” for instructions.

Sincerely,

Your Name