

Date

Contact Name
Contact Title
Organization Name
Address
City, State Zip

Dear Mr./Ms. Last Name of Contact:

Opening Paragraph: State who you are, why you are writing/what position you want and your interest in and/or connection to the city.

Qualifications and Statement of Interest Paragraph: Statement of your qualifications and why you are interested in this organization. State why the organization should hire you ; tell the employer about you, how you will meet the employer's needs; describe your skills, experience and strengths. Don't focus on why the organization would be a great place to work—they already know that.

Additional Statement of Interest/Qualifications Paragraph: If warranted by your experience or education, qualifications.

Closing Paragraph: Closing statement. State the action you plan to take (e.g., that you would welcome the opportunity to discuss your qualifications in further detail; that you look forward to hearing from them; or, that you will be in the area on particular dates and would appreciate the opportunity to meet with the firm at that time, etc.).

Sincerely,

Signature

Your Name

Enclosure(s)