<div align="center">CONTENT FOR A LETTER OF APPLICATION
Your Address
City, State, Zip Code (same header as résumé)</div>

Current Date

Contact Person's Name, Title (if known)
Company Name
Company Address
City, State, Zip Code

Dear contact person's name
<div align="center">Or</div>
Dear Sir or Madam

1st Paragraph
- Tell exactly for what position you are applying
- Identify how you became aware of the opening
- Briefly say why you are a good candidate for that position

2nd Paragraph
- Sell yourself personally
- Give a reference
- Ask the employer to take a look at your résumé

3rd Paragraph
- Ask for an interview at the employer's convenience
- Tell how and where you can be reached
- Thank the employer for considering your application
- Tell the employer that you are anxious to hear from him/her

Sincerely

Your Name Typed

Enclosure (this means that your résumé is "enclosed" in the envelope too)