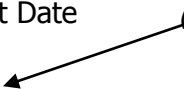
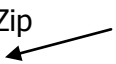



Your Name  
Your Address  
City, State Zip  
Current Date (4 returns)



Company Name  
Person you are writing to (Seek out the name of the person in HR and write to them!)  
Human Resource Director  
Company Address  
City State Zip (2 returns)



Dear Name of HR person: (2 returns)



Tell the person how you found out about the position, (newspaper, job search, company web site) and a quick statement about your interest in the position. (2 returns)

Sell yourself in paragraph 2. Why are you the best candidate? Work off the job description and use that information to generate your letter. *If this takes two paragraphs that is OK, but don't make it too long. Double-space between paragraphs.* (2 returns)

Ask for an interview and state a specific date that you will contact them to follow-up on this position. (Make sure you do contact them on that date!) (2 returns)

Sincerely, (4 returns)

*You sign your name using a pen—**NOT** a script type from your computer!*

Type your full name (2 returns)

Enclosure: Resume

Make sure the top and bottom margin are equal. A 1" or 1.5" left and right margin is a good margin size. If the letter is long use a 1 inch margin.  
Use a text that is easy to read for *anyone*.  
Make sure all spacing between paragraphs is accurate and **DO NOT** indent paragraphs. Place **EVERYTHING** against the left margin.  
Use professional looking paper—not your typical Xerox paper for everyday use.