

**Your Name**  
Your Address  
City, Province, Postal Code  
Telephone Number or Cell Number  
E-mail

**Date**  
**Name, Title**  
**Company Name**  
**Street Address**  
**City, State, Zip Code**

**Dear (indicate who):**

Find out who the position reports to and address the letter to that person. In many cases the advertisement for the position will indicate whom you should direct the letter to. If not, please call the company and try to find out whom the position reports to and direct the letter to that person.

**First Paragraph**

This paragraph serves several purposes: (1) It is the opening. (2) It must arouse interest in you. (3) It puts forth your knowledge of the company group. (4) It communicates a connection between their needs and your objective and skills.

**Second Paragraph**

This paragraph will highlight your accomplishments and concisely articulate your qualifications. It should also identify the relevant job title.

**Third Paragraph**

This paragraph will answer the questions: "Why should I interview you?" "Why should I hire you?" In this paragraph you have to relate your experiences to the company or group. Show how you fit into their organization or particular situation.

**Fourth Paragraph**

This paragraph calls for some type of action to take place. You can either ask for an interview, request a time to meet, or inform the employer of when you will call her/him.

Remember to always thank the employer for her/his time.

Yours truly,

Your Signature (use blue ink if sending hard copy)  
Your Name (typed)  
Attachment: RDoeResume.doc