Your name

Address/ Your city

Telephone number

Email address

Date (Day, Month, Year)

Mr. /Ms. Job title

Name of company/organization/institution

Company location / City

Header: (Re: ………………………………………………………………………………………………………………………………………………..)

Dear Mr./Sir/Ms./Madam/Dr./Amb./Job title

Paragraph 1: Answers “Why am I writing?”

* + Request the employer’s consideration
  + Identify the position and the company
  + Indicate how you learned about the position ( optional)

Paragraph 2: Answers “Who am I, and why should you hire me?”

* + Contain a brief summary of your personal information and work experience.
  + Relate your skills, experiences, competences and qualities that would benefit you in this position
  + Emphasize your interest in the position

Paragraph 3: Answers “What is my next step?”

* + Refer the reader to your enclosed documents
  + Specify your next steps

Sincerely/Faithfully,

Your signature

Your name