**Your Name**

Your Street

Your City

Your Home Phone

Your E-Mail

Date, 20XX

Name of Recipient

Recipient Title

Company Name

Street Address

City, State Zip Code

Dear Xxyxyxy,

(Paragraph 1 – hook, why you love the work) Xxxxx

(Paragraph 2 – how you fit the job) Xxxxx

(Paragraph 3 – how you fit the employer) Xxxxx

(Paragraph 4 – look forward to talking) Xxxxx

Sincerely,

(write your signature here)

Your name