

## Block Style Personal Business Letter

You can use the letterhead from your resume here and not put in the address on the next two lines.

Your Address  
Your City, State Zip *(Hit enter twice)*

*Your address should start 2" from the top of the page. If you have a letterhead that contains your address, start the date here instead. Use 1" margins and adjust the top and bottom margin if you need more room. Use an easy to read 11 or 12 pt font.*

Today's Date - Month DD, YYYY *(hit enter 4 or 5 times or enter down for 1")*

Name of person you are sending the letter to  
Job Title  
Company Name  
Company Address  
City, State Zip *(Hit enter twice)*

Dear Mr./Ms. Last Name: *(Hit Enter twice)*

In your first paragraph, describe the position for which you are applying. You can mention how you learned about the position by including the name of your contact or the type of advertisement. If there is no specific opening, inquire about available or anticipated openings in your field. *(Hit enter twice)*

In your second paragraph, expand upon the information in your resume but do not repeat it. It is ok to highlight something specific from the resume that you want them to remember. Be positive in content, tone, word choice and expectations. Group similar items together within a paragraph and use multiple paragraphs if necessary. Some examples of paragraph themes are: skills, background, experience, education, personal traits, and philosophy of work. For every paragraph that you put in your cover letter, make sure that you demonstrate your points with examples. If you generated a high volume of sales for your current employer, state that and then back it up with numbers. Organize your information in a logical order. Finally, if the advertisement referenced specific skills, describe your skills and how they relate to the skills in the advertisement. You can modify your font and the size of the lines between paragraphs to make it all fit on one page. *(Hit enter twice)*

In your last paragraph, end with an action statement requesting a personal interview. Thank them for their time and consideration. Let them know that you are enclosing a copy of your resume. Give them a number where you can be reached (including area code), and your email. Make sure your email address is appropriate even if you have to create a new one. *(Hit enter twice)*

Sincerely, *(Hit enter 4 times)*

*Your handwritten signature goes here.*

Your First and Last Name

Enclosure