

George Bowman [use same header as resume]

600 First St SW, Mount Vernon, IA 52314

gbowman1853@cornellcollege.edu · (319) 895-4000

[1 Return]

Date

[2-3 Returns]

Person

Title

Company

Street Address

City, State Zip

Dear Person,

Introductory Paragraph

1. Please accept this letter as my formal application for the [job title] position at [company] as found [source].
2. Compliment about company and why you are interested in working there.
3. Thesis sentence highlighting two skills relevant to the position.

Supporting Paragraph I

1. Refer back to first skill in thesis statement.
2. Briefly describe a situation when you've applied that skill.
3. Discuss action taken in the situation.
4. Describe outcome of the situation.
5. Comment on how having that skill adds value to the position for which you are applying.

Supporting Paragraph II

1. Refer back to second skill in thesis statement.
2. Briefly describe a situation when you've applied that skill.
3. Discuss action taken in the situation.
4. Describe outcome of the situation.
5. Comment on how having that skill adds value to the position for which you are applying.

Concluding Paragraph

1. Summarize skill examples used as part of thesis argument.
2. Discuss how those skills add value to the company.
3. Please contact me at [phone] or [email] to discuss my qualifications further.
4. Say something like "thank you for your time and consideration" or "I look forward to speaking with you soon."

Sincerely,

[insert written or scanned signature; 2-3 returns between "Sincerely" and name]

George Bowman

Enclosure