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Your Name

Street address
City, State and Zip
Contact numbers

Today's Date

Your addressee's name
Professional title
Organization name
Mailing address
City, state and zip

Dear Mr. (or Ms.) last name,

Start your letter with a grabber – a statement that establishes a connection with your reader, a probing question, or a quote. Briefly name the job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume. You may incorporate a column or bullet point format here.

Your last paragraph should initiate action and show confidence by explaining what you will do next (e.g., call the person), or asking the reader to take a specific step (e.g., contact you to set up an interview). This is also a good place to thank the reader for his/her attention.

Sincerely yours,

Your Signed Name

Your typed name

Enclosure: resume