**Contact Information**Name   
Address   
City, State, Zip Code   
Phone Number   
Email Address

Date

**Salutation**Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

**First Paragraph**In the first paragraph, tell why you are writing.

**Middle Paragraph(s)**

Draw attention to anything in your background that would make you a viable candidate for the position. Amplify or clarify your specific achievements, , indicate how your experience or education fits the requirement of the position.

**Final Paragraph**

Conclude your application letter by thanking the employer for considering you for the position. Indicate your excitement or motivation for the position.

**Complimentary Close**

Sincerely,

Signature (Allow four spaces for your signature. And don't forget to sign in pen.)

**Your Name**