

KRISTA BARTLETT

House Number Street City, State Zip Code

Phone Number

E-Mail Address

Today's Date

Person In Charge of Hiring

Company

Address

City, State Zip Code

Dear (Hiring Manager):

- 1) 1st paragraph should state which job you want. You should also make a general statement of why you want the job and why you want to work for THIS Company in particular. The point of this is to show them that you care enough to do research about them and that you know about this company. I like to make a personal connection to what the company stands for... For example, "In high school I struggled with learning disabilities and I know, first-hand, the importance of having a reliable person who can help you accomplish your goals. I can personally relate to your companies mission of wanting to provide outstanding caretaking services that will truly help your clients."
- 2) 2nd Paragraph: Talk about some specific details including all of the skills you have the are related to this job. You should also write examples of when you have been successful at this type of job – be very detailed and specific.
- 3) This paragraph should go into detail about other skills that would make you a good employee. I like to say things like, "One thing that makes me stand out above other applicants is that I find personal satisfaction in a job well done. I am not satisfied to just collect a paycheck. I want to be successful and to make a positive contribution." Use examples of when your job skills have helped you be successful – remember... you're trying to IMPRESS them!
- 4) The last paragraph should let them know that you will be back in touch and that you look forward to working together to make a positive impact at the company. For example, "I look forward to being a part of your team. I will follow up on this application on (say a date and make sure you follow up). Thank you for your time and consideration."

Sincerely,