[Your Name]  
[Street • City • State • Zip Code]  
[Phone # • Fax phone # • Messages phone # • Email]  

[Date today]  

[Interviewer's name]  
[Company name]  
[Address]  
[Address]  

Dear [Interviewer's name]:  

**Paragraph One:**  
**Why you are writing?**  
Conventional opening stating the purpose of the letter, where and when you saw the vacancy advertised etc.  

**Paragraph Two:**  
Useful to 'set the scene' for the reader.  
Who are you?  
What are you doing now or have done recently?  

**Paragraph Three:**  
**Why you can do the job!**  
- Key Skills  
- Personal Qualities  
- Relevant Experience, Achievements  
Use the Job Description and Person Specification to  
'Fit Yourself to the Job' - give evidence!  
Be positive & imaginative but not arrogant.  

**Paragraph Four:**  
**What attracts you to the job?**  
**What attracts you to the Company?**  
*Enthusiasm, Motivation, Confidence.*  

**Paragraph Five:**  
Conventional close - Confirm what you want!  
Circumstances / Availability - for interview or meeting?  

Sincerely,  

[Sign here]  
[Your name]  
[Your title]