

Your name  
Street Address  
City, State, Zip Code  
Phone Number  
E-Mail Address

Date

Employer Name  
Title  
Organization/Law Firm Name  
Street Address  
City, State, Zip Code

Dear [Insert Name of Hiring Manager]:

**Why You Are Writing:** In some cases, you may have been referred to a potential employer by a friend or acquaintance. Be sure to mention this mutual contact, by name, up front since it is likely to encourage your reader to keep reading!

If you are writing in **response to a job posting** ([review samples](#)), indicate where you learned of the position and the title of the position. More importantly, express your enthusiasm and the likely match between your credentials and the position's qualifications.

**What You Have To Offer:** In responding to an advertisement, refer specifically to the qualifications listed and illustrate how your particular abilities and experiences relate to the position for which you are applying. In a prospecting letter express your potential to fulfill the employer's needs rather than focus on what the employer can offer you. You can do this by giving evidence that you have researched the organization thoroughly and that you possess skills used within that organization. Emphasize your achievements and problem-solving skills. Show how your education and work skills are transferable, and thus relevant, to the position for which you are applying.

**How You Will Follow Up:** Close by reiterating your interest in the job and letting the employer know how they can reach you and include your phone number and/or email address. Or bid directly for the job interview or informational interview and indicate that you will follow-up with a telephone call to set up an appointment at a mutually convenient time. Be sure to make the call within the time frame indicated. In some instances, an employer may explicitly prohibit phone calls or you may be responding to a "blind want-ad" which precludes you from this follow-up. Unless this is the case, make your best effort to reach the organization. At the very least, you should confirm that your materials were received and that your application is complete.

Sincerely,