

Month, Day, Year

Mr./Ms. First Name Last Name

Title

Name of Organization

Address

Opening greeting (Dear Mr./Ms. Last Name or To Whom It May Concern)

Opening paragraph: Introduce yourself and apply for the position. Mention how you learned of the organization or position.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does. Demonstrate that you know enough about the employer or position to relate your background to the employer or position.

Mention specific qualifications which make you a good fit for the employer's needs. List them out as bullet points and tie them to specific job requirements.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

Your Name.

October 15, 2011

Hi Jill:

My name is John Doe and I am an Art Director out of Austin, Texas. I am a member of Ad2ATX and you mentioned at your last speaking event that XYZ Corp is looking for an Art Director. I am interested in talking more about the position.

I am very impressed with the quality and quantity of work produced by XYZ Corp and would love to have the chance to work with your creative team on future projects. My qualifications are as follows:

- 6 years overall experience working as a Senior UX Designer and 2 years as an Art Director at ABC Inc.
- Proven track record of working collaboratively with Engagement Directors, Project Managers and Creative Directors to roll out retail websites within the beverage industry.
- Thorough understanding of agile project management techniques in the visual design process.
- Proficient with project management tools such as OmniPlan and Basecamp

I am very interested in this position and would like to apply. Please take a look at my portfolio at www.johndoe.com. I have also attached my resume for review.

I look forward to speaking with you further and will follow up with a call within two weeks.

Yours sincerely,

John Doe.