

- Your contact information
- Today's date
- Employer's contact information
- Greeting (If you don't know the name, write Dear Hiring Manager)
- Say why you are writing, what position you are applying for, and where you learned of the job.
- Describe your work experience, skills, and strengths.
- Request an interview and thank the employer.
- Sincerely
- Your signature
- Your name
- Description of other materials enclosed in the envelope