**Sally Sample**

123 Fake Street

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April 1, 2021

Attention: Jane Doe

City Community Health Center

168 South Howell Street

City, MI 49242

Dear Ms. Jane Doe,

**First Paragraph (Introduction)**: State the reason you are writing. State the name of the position for which you are applying. State where you learned of this opportunity. *(2 spaces)*

**Second Paragraph (Match):** Be specific about why you are interested in the position. Briefly explain why your work experience makes you a match for the position as well as your strongest qualifications. Remember to consider this from the employer’s viewpoint (refer to your job posting as a reminder of what skills they are looking for and try to match what you have to offer). Show what you have to offer the employer. State your educational achievements as related to the position. *(2 spaces)*

**Closing Paragraph (Action & Appreciation):** Highlight two or three personality strengths. Declare your interest in an interview. State a telephone number where you may be reached.Thank them for their consideration and time to review your resume. *(2 spaces)*

Sincerely,

Sally Sample

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