

[could put your address here]

3 October 2014

Ms. Job Lady Person in Charge
Company I want to work for
23 Millhouse Road
Oregonville, Wisconsin, 12379

Dear Ms. Person in Charge; Greetings; ~~To whom it may concern~~

PARA 1: about 2-3 sentences (maybe 4).

Goals:

- briefly introduce yourself,
 - saying what you are (recent graduate, specialist in GIS, etc)
- that you are interested in this position at this firm/business/agency doing this.
- what you are applying to
- ? maybe how you found it or why you care

PARA 2: 4 sentences, up to 6 max

Goals: ABOUT YOU AND WHAT YOU BRING

- briefly describe your previous experience, including things that you've done in general and perhaps one specific case?
- Who you are, regarding your qualifications, "I am a recent graduate of Rowan University, where I majored in Geography and focused my coursework on Geographic Information Systems and Science"
- maybe 2 sentence about things you can do
- maybe 2 sentences about things that you have done. Internship, special project, hobby (related to job), etc.

PARA 3: 4 sentences, again

Goal: ABOUT THE JOB AND HOW YOU FIT

- saying what you know about the position is ok as long as it's true
- saying how you have worked in similar capacities
- saying how it fits into your goals
-can you relocate? can you start now?

PARA 4: 2-3 sentences, max

Goal: RESTATE INTEREST AND THANK FOR CONSIDERATION

- "Thank you for consideration of my candidacy, and I welcome the opportunity to discuss this position and my qualifications and interest further."
-can you relocate? can you start now? (here instead)
- an expression of gratitude for considering your candidacy for this position

Sincerely,

Zachary Christman

[could put address, but they have it with your resume/cv so not needed]