

123 Easy Street
Paris, France
April 9, 2014

Addison Forrester
Hiring Manager
Dallas Multimedia
755 Finance Avanne
Dallas, Texas 75214

Dear Mr. Forrester

FIRST PARAGRAPH

Introduction

Your introduction should discuss the following:

Why you are writing

- Where you saw or heard about the position
- A sentence showing that you know something about their company
- How your experience matches the position
- And that you are requesting an interview for this position

SECOND PARAGRAPH

This paragraph should discuss the following:

- Several details about how you can help their company based on the things in the ad for the job
- Specific example based on information in rsum
- How you will help the organization

LAST PARAGRAPH

This paragraph should do the following:

- Repeat your main objective: an interview
- Provide contact information - how can they reach you
- Let the reader know if you have included anything else in your letter - like your resume, for example

Cordially,

Sidney Lanier