First Last, MSLP, CF-SLP

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Month XX, 20XX (Date you are writing the letter)

Organization Name

XXXX Street Address

City, State Zip Code

Dear Title/Name OR To Whom It May Concern,

This first paragraph is your opening, so you’ll want to start with a line that grabs the reader’s attention. You should then include the exact job title and source where you found out about the open position. If you are a referral from someone who works for the company be sure to mention it here.

The body (which may be one paragraph or multiple) should be used to connect the dots between what the employer has listed in their job description to your qualifications. You want to highlight anything that makes you stand out as a candidate and quantify any impact you have had in previous roles.

The closing should wrap up your interest in the role and/or the organization. Politely and confidently let them know your interest in an interview and provide you contact email and phone. Thank them for their time and consideration.

Regards,

First and Last Name