

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

JAMES SHARPE

18 Central Park Street ♦ Anytown, NY 14788
(516) 555-1212

Your header should be the same as resume and any other letter that you send to the company.

May 31, 20XX

Insert the name of the person you are sending the letter to, their title, the company name and address.

Emily Johnson
Human Resources Director
ABC Corporation
1 Industry Plaza
Anytown, NY 14536

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

Dear Ms. Johnson:

I truly enjoyed meeting you and Mr. Smith at my interview on May 15th. Thank you for choosing me as your candidate for the Department Manager position. I am confident that you will be pleased with your decision.

I plan to achieve excellent results for your firm and am looking forward to working with you, your staff and getting to know ABC Corp better.

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.

Sincerely,

James Sharpe

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