# Ozzie Osprey

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## Monday, February 14, 2022

Contact name

Contact’s Title

Contact’s Department

Name of Organization

Street Address

City, State, Zip

Dear Mr./Ms./Dr. Contact’s Last Name **OR** Dear Hiring Manager/ Search Committee:

**First Paragraph**: **Introduction**, **Who You Are and Why You’re Applying**. State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening. Name drop here.

**Second Paragraph**: **Your Skills, Knowledge, and Qualifications**. Explain why you are interested in working for the employer, and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work.

**Third Paragraph**: **You and the Company**. Discuss your interest in the company. Show that you have researched them by incorporating their information such as mission statement, values, services, or products and relating this to your experience and goals. State why you think you would be a good fit within the organization and how you will help the company reach its goals. Focus on what you have to offer.

**Fourth Paragraph**: **Closing**. Briefly restate themes. Have an appropriate closing to pave the way for the interview by asking for an appointment, by giving your phone number, or by offering some similar suggestion to facilitate an immediate and favorable reply. Restate your contact information. Refer the reader to the attached application, resume or to whatever media you are using to illustrate your training, interests and experience.

Sincerely,

Ozzie Osprey

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