

First Name Last Name

[Phone Number] | [Professional Email Address] | [Optional: LinkedIn/Portfolio URL] | City, State

November XX, 20XX

Name of Recipient
Title
Company Name
Address

Dear (Full Name of Recipient) or Hiring Manager:

INITIAL PARAGRAPH:

State the reason for the letter, the specific position or type of work for which you are applying, and indicate from which resource (i.e., Career Services Center, news media, friend, employment service) you learned of the opening.

SECOND PARAGRAPH:

Indicate why you are interested in the position, the company, its products or services. Demonstrate that you have researched the organization by stating something about their mission, latest products, business ventures, etc. State clearly what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a well-qualified candidate. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in your resume. Refer the reader to the enclosed resume or application form which summarizes your qualifications, training and experience. Advocate for yourself! Convey enthusiasm!

THIRD PARAGRAPH:

In the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your telephone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question which will encourage a response.

Some examples include:

I look forward to discussing my qualifications with you further in person . . .

Should you be interested in my qualifications . . .

For an interview, I can be reached at...

Sincerely,

First Name Last Name