

Your Street Address
City, State, Zip Code
Today's Date

Recipient's Name
Title
Company Name
Street Address
City, State, Zip Code

Dear _____:

The first paragraph should get the attention of the employer. State how you heard about this company or position and demonstrate your interest by showing your knowledge of the company. Be specific about what position you are seeking.

The middle paragraphs should refer to your resume and highlight items that make you qualified for the position. Do not repeat your resume word for word. Bring to light a key accomplishment or two and tell how that makes you a candidate for the position.

Focus on strengths that match the requirements of the job description. Internship experience or volunteer involvement that relates to the position you are applying for are important. Show how you will benefit the employer rather than what the employer will do for you. Be professional and polite.

The final paragraph is where you ask for an interview. Supply your contact information and let the employer know you will be following up in a specific time frame. Make sure you thank the employer for considering you for the position.

Sincerely,

(Your Signature)

Your Name