

Your Street Address
Your City, State Zip Code
Your Telephone Number
Your Email Address

Date you are writing the letter (Month Day, Year)

Name of Contact Person Listed on Job Posting (omit if no name is listed on job posting)
Contact Person Title (if no title listed for the contact person, research or omit this line)
Name of Company/Organization
Company Address
Company City, State Zip Code

Dear Mr./Ms. Last Name, (if no name is listed on the job posting, address the letter to “Dear Hiring Manager” or “Dear Human Resources”)

Opening Paragraph: Indicate the purpose of the letter. State the title of the job/internship you are applying for, how you learned about the opportunity, why you are interested in this position (be specific), and a few key qualifications you want to promote (2-3 key skills or qualifications that match the requirements of the job).

Body Paragraph(s): Indicate how you meet the requirements of the job for which you are applying. Take the 2-3 key qualifications you outlined in the paragraph above and provide specific details to show what makes you a good fit for the job. These examples should come from the experiences listed on your resume. Use this section to show the employer how your previous experiences (and the skills you have gained) have prepared you for the job for which you are applying. This can be done in one paragraph or 2 to 3 short paragraphs.

Closing Paragraph: Thank the reader for their time and consideration. Indicate that you would like the opportunity to interview for the position (for example: “Thank you for your time and consideration. I look forward to the opportunity to interview with you in the near future to discuss my qualifications in greater detail.”). State that you would be glad to provide the employer with additional information if needed.

Sincerely,

Your Full Name Typed