

Full Name
Address
City, State ZIP
Phone
Email



*Match style with
header on résumé*

Date

Contact Name, Position
Company/Employer
Street Address
City, State ZIP

Dear (Specific individual with proper title),

PARAGRAPH 1: Introduction

- Introduce yourself and state your reason for contacting the organization and the specific position of interest
- Establish how you learned about the opportunity
 - ▶ Posting on a company web site, faculty member, referred by someone in the company, or read an article about the company and wanted to express your interest in the work they are doing
- Demonstrate briefly your knowledge of the company and why you are the best candidate for the job

PARAGRAPH 2: Background & Qualifications

- Establish a connection with the employer
- Analyze the opportunity and demonstrate through examples which of your skills, experience and/or knowledge match the qualifications on the job description
- Explain how you would fit into the position and organization

PARAGRAPH 3: Request for an Interview

- Close the letter by asking for an opportunity to meet and discuss your qualifications regarding the opportunity in person
- Reinforce your interest in the position and how your skills establish you as the best candidate
 - ▶ Include how the employer may contact you (email/phone-optional)
- Thank the reader for their time and consideration

Sincerely,

(Written/Electronic Signature)

Your Name Typed

Enclosure: Résumé

