

Your Street Address
City, State Zip Code
Your area code and phone number (optional)
Your email address (optional)
Date

(4 blank lines)

Name
Title
Organization
Street Address
City, State Zip

Dear Mr./Ms. Xxxxxxx:

PARAGRAPH 1:

Name the position for which you are applying and tell the employer how you became aware of it. State why you are interested in the position. Offer at least one sincere compliment (from your company research) about what the organization or department is doing well.

PARAGRAPH 2:

Indicate what you can do for the employer. Explain how your academic background and the skills you've acquired from other experiences, such as internships, part-time jobs, and activities, make you a qualified candidate for the position. If you have qualifications that are not noted on your resumé, this is your opportunity to discuss them.

PARAGRAPH 3:

Refer the reader to an enclosed resumé or application, which summarizes your qualifications, training, and experience. You may also make the employer aware that your references and portfolio/writing samples are available upon request. State what you will do next (such as calling to see if an interview can be arranged at the employer's convenience) or what you would like the recipient of the letter to do next. An assertive statement explaining what you plan to do and what you hope the employer will do is harder to ignore than a vague request for consideration. Thank the employer for their consideration.

If the employer asks for salary requirements, either state that your salary qualifications are commensurate with industry standards or provide a salary range and express that you are willing to negotiate.

Sincerely,

(Written Signature) (4 blank lines)

Your Name Typed

(2 blank lines)

Enclosure