**Name**

Address, City, State, Zip Code

Phone number, Email

Date

Name of Contact

Title

Name of Organization

Address

City, State Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**INTRODUCTION:** State the position or type of work for which you are applying. Identify how you heard

of the position (referral by someone at organization/business contact). Briefly (in one or two

sentences) introduce yourself with reference to your degree completion and explain your interest in the job and something about the company that attracts you (will show your ambition, passion, and interest).

**COMMUNICATE FIT:** Expand on why you’re qualified for the position. Highlight two or three major

accomplishments that demonstrate your initiative, creativity, follow through, communication skills, and

problem-solving capabilities. Be sure to draw a connection between the needs of the current job

opening and the skills you can bring to the job. Research the company and industry beforehand. Use the description in the job posting as a reference when targeting your background to the position.



**CONVEY ENTHUSIASM:** Reemphasize your interest, politely thank the employer for their time, and express your interest in meeting for an interview.

Sincerely,

Sign your name here.

Your name typed

Enclosure: Resume

