YOUR CONTACT INFORMATION

It should be identical to your resume letterhead.

Date

Name of Contact Person

Title (if known)

Company Name

Address

City, State, Zip

Dear Mr. /Mrs. /Ms., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (or Dear Hiring Manager if you absolutely can’t find the name of the person you are sending it to)

**First paragraph:** State the position for which you are applying and how you learned about the opening (friend, career services, monster, etc.). If you have a personal contact, this is the place to name drop. Indicate why you are interested in the company, the position, its products or services. What is it about the organization that makes you want to work for them? This is where you show the company you have done your research, i.e. “Why do you want to work here?” Provide an overall statement as to how your skills and education fit with the opportunity.

**Second/Third paragraph(s):** Expand on key skills and qualifications you have that relate to the position. Provide

examples of skills used from your \*top\* experiences (academic classes, jobs, activities). Target these paragraphs to speak to the idea “if you know nothing else about me, know this”…

**Final paragraph:** In the closing paragraph, be assertive by indicating that you “look forward talking with them in the near future about this opportunity” and mention our availability to work (especially if seeking part-time work). Thank them for “their time and consideration”.

Sincerely,

(Your Name)