Your present address
City, State Zipcode
Phone number (optional)
E-mail address (optional)

Date

Name (Specific), Title
Organization
Street Address
City, State Zipcode

Dear Ms. or Mr. _______________

1st paragraph - State why you are writing. Name the position or the type of work for which you are applying. Mention how you heard about the job opening. Explain why you are interested in working for this organization.

2nd paragraph or 2nd & 3rd paragraph - Explain why it makes sense for you to be applying to this organization and for the reader to consider you. Talk about your qualifications, what you can bring to the job. Do not directly repeat information from your resume. Instead, highlight the areas you want the reader to particularly notice. The key word here is skills. Tell them about the skills you have acquired through various employment and co-curricular activities. Think about who the reader is: what skills are valued in this particular field? What are some of the issues or trends this employer might be facing? How can you make a contribution to this organization? If you’ve “done your homework” you’ll already be aware of some of the answers as well as some terminology of the field of choice. Reflect this awareness and knowledge in your letter. This paragraph is the key to differentiating yourself from the next candidate.

Closing paragraph - Refer the reader to the enclosed resume. State that additional information concerning your background and interests will gladly be furnished upon request. Talk about what will happen next, i.e., your follow up. State that you will contact them (usually in a week) to see if you might set up a mutually convenient time to meet, or that you may be contacted at either the above address or phone number. In case of an on-campus interview or previously agreed upon action, that you look forward to talking with the employer about this position. Thank the reader for their time and consideration of your application.

Sincerely,

(Your Signature)

Your Typed Name

Enclosure: