

[Your name]
[Address, City, State, Zip] | [123-456-7890] | [Email address]

Date of letter

[Name of hiring manager]
[Hiring manager's job title]
[Company name]
[Company Street Address]
[Company City, State, Zip Code]

Dear [name of hiring manager]:

In the first paragraph: Indicate why you are writing, the specific position you are applying for, and how you learned of the opening.

In the second paragraph: Explain why you are interested in the position and the organization; indicate what you can do for the employer. Explain how your academic background makes you a qualified candidate for the position. If you have had relevant experience, point out specific achievements or unique qualifications. Emphasize skills or abilities you have **that directly relate** to the position you are applying for.

Third Paragraph: Refer the reader to your enclosed resume. Indicate that you desire a personal interview. Offer to provide any additional information that the person may need. Remember, close your letter with a statement which encourages a response.

Sincerely,

[Signature]

Type your name