

Header (write your name in big, bold letters)

Phone Number

Email Address (professional email address; non-hyperlink format)

City, State (full address is not necessary; can include home city in addition to school)

Date you are applying

Name of who you are writing to

Address of who you are writing to

Dear [name of person you are writing to],

Note: if you cannot determine the name, say something like "Dear Hiring Manager." Avoid "To Whom It May Concern."

First paragraph:

Use this paragraph to give a quick summary of your experiences and what you want to contribute. Make sure your enthusiasm comes through! It is not necessary to recap basic information from your resume, such as your name, year in school, college, and major. This paragraph does not have to be long – 2 to 3 sentences should suffice.

Second paragraph:

Describe why you are interested in this position and the company. This shows that you really care about this opportunity and the organization. If you do not have personal experience with the organization, research the company's mission statement, website, or news stories to find something you can identify with and write about.

Third paragraph:

Describe why you are qualified for this position. The job description likely has 5 to 10 qualifications they are looking for. You probably do not have space to address each qualification, but determine what you believe to be the most important qualifications and show how you meet or exceed those requirements. Note that you should not repeat the points from your resume! Rather, dig a little deeper than the points on your resume and write more about your process and what you have learned from various experiences.

Note: second and third paragraphs can be switched in their order.

Fourth paragraph:

Reiterate your interest and qualifications in 1 to 2 concise statements. Include any relevant logistics or information for how they can reach you. Thank the reader for their time/consideration.

Sincerely,

Your Name

