Your Name
Your Address
City, State, Zip Code

Date

Contact’s Name (if you have it)
Contact’s Title
Organization Name
Address
City, State, Zip Code

Dear Mr./Ms./Dr. Last Name [if you are unsure of gender, omit salutation and write full name] or Dear Hiring Manager:

Begin by mentioning why you are writing, include the position title you are pursuing and how you found out about the opening. If you were referred by an alum or other contact, mention that here, as well as any other interaction with representatives from the organization (fairs, information sessions, etc.). Tell the employer briefly in one or two sentences why you are interested in this position and their organization. Share what are the 1-3 things that you believe qualify you for the position, these will serve as the basis for your next paragraphs.

Use this section, typically 1-3 paragraphs long, to describe the top 3 skills you have to offer the employer. Be specific in outlining how your qualifications match the position you are applying for. Mention both hard skills, as well as transferrable skills, that you have developed through work experiences, internships/co-ops, coursework, volunteer experiences, extracurricular activities, etc. Do not merely provide a list of things you have done, as this can be easily gathered from your resume. Instead, make your case for what you have to offer and why you want to offer it to this particular organization.

Conclude by thanking the employer for their time and consideration of you for the role. Express your interest in an opportunity to discuss the position and your experiences in greater detail. Finally, share your phone number and email address so the employer knows how to connect with you.

Sincerely,

Type your name