Your Present Address

City, State Zip Code

Date of Writing

Mr. / Ms. / Dr. Last Name of Person

Title of Person

Organization Name

Street Address

City, State Zip Code

Dear Mr. / Ms. / Dr. Last Name:

Why are you writing this letter? If you are responding to a job posting, include the position, field, or area to which you’re applying and tell how you learned of the opening. If you are “prospecting” to determine if the organization has unpublished opportunities, or acting on a referral from one of your contacts, indicate how you learned about the organization. Who, if anyone, referred you? Include a brief statement about what is unique about your skills or experiences that would make you a good fit in the organization and the field. Also, offer a brief statement demonstrating specific knowledge of the company to which you are applying. Tailor this to each employer to demonstrate your interest and that you’ve done your homework.

Use this paragraph to demonstrate to the employer how your interests, education, and experience fit the requirements described in the position postings. Use specific examples that illustrate your related skills and experience. If you are prospecting, how do you see yourself fitting with this organization? Describe your qualifications you think are most relevant. If you have related experience or specialized training, briefly mention it here. Think about all the transferable skills you have gained in various jobs, volunteer experiences, campus activities, projects, and research. Briefly summarize how those experiences are relevant to the position or the organization.

Refer the employer to your resume for further details about your experiences and qualifications. Reiterate why you want to work at that specific organization. Offer your contact information and thank the employer for their time and consideration. If you are addressing your letter to a specific person, indicate when and how you plan on following up on the submission of your cover letter.

Sincerely,

Name

Enc. (If you attach/include your resume or other materials)