

Full Name

City, State (optional) | Phone Number | Email | LinkedIn, GitHub (optional)

Date

Contact Name (if known)

Title (if known)

Company or Organization Name

Street Address

City, State, ZIP

Dear _____: (if you do not have a contact person to address it to, write “Dear ABC Company Hiring Manager” or “Dear ABC Company Human Resources”)

PARAGRAPH 1 - Introduction and Interest

- State your reason for contacting this organization and the position you are seeking
- Introduce yourself with major, year in school, what school you attend, etc.
- Express your interest in the position by referring to the responsibilities of the job description and what you would be excited to contribute, to offer, etc. as well as the field and industry of the company
- Show you have conducted research on the company through informational interviews, meeting someone at a career fair, following them in the news and/or social media, etc. (optional)

PARAGRAPH 2 - Match Yourself to the Opportunity

- Relate your relevant interests, skills, and abilities to the organization you are contacting. Highlight specific elements of your background which relate to the position
- Use action verbs to connect your experiences to the job description
- Avoid repeating your resume with lists of your accomplishments. Instead, write specific examples and stories of how you have developed the key skills

PARAGRAPH 3 - Re-express Interest and Closing

- Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position
- Express your desire to arrange an interview and indicate how you can best be reached
- You can include "I am enclosing/attaching my resume for your consideration"
- Lastly, thank the interviewer for his or her consideration

Sincerely,

Type Your Full Name