Contact’s Name Date of Letter

Contact’s Title

Company Name

Company Address

City, State, Zip Code

Dear Mr. or Ms. Contact (“To Whom it May Concern” if name unavailable),

This introductory paragraph should include three primary things: the name of the position you are applying for, how you found the opportunity, and briefly mention why you are interested in the position.

In the body paragraph, elaborate on the reasons for your interest. Highlight specific skills or responsibilities listed in the job description criteria that you meet or exceed, to explain why you are the ideal candidate for the position. If you are passionate about the organization’s mission, products, or services, mention that in this paragraph. Since the goal of this letter is to support your application and receive an interview, be sure to note what you can do for the employer. If you are a recent graduate or still in school, discuss how your academic coursework or achievements prepared you for the position.

After noting what you bring to the table, let the employer know what you hope to gain from the opportunity, particularly if the position is an internship. Briefly re-state why you are a great applicant, and request the opportunity to interview. Thank the contact for their time and consideration.

Sincerely,

Your Name

Your Address

City, State, Zip Code

Phone Number