YOUR NAME
Address (optional). Phone #. Email Address. LinkedIn URL (optional)

Date

Mr./Ms./Dr. and Last Name
Title
Employer
Mailing Address
City, State, Zip

Dear (Mr./Ms./Dr. and Last Name):

Opening Paragraph
Capture the reader’s interest and clearly state the reason you are writing to them. Mention specific positive characteristics of the organization and why you are enthusiastic about this particular organization/position. You can utilize the website to learn more about the mission/values and other important facts. It’s also a good idea to explain how you heard about the position, especially if someone referred you. End the paragraph with a sentence or two detailing why you are qualified or why you are the ideal candidate.

Middle Paragraph(s)
Demonstrate why you are qualified for the position and convince the reader that you have the skills they are looking for. Keep the employer’s perspective in mind and try to draw specific connections between the job/internship description and the experiences you have. Focus on details and concrete examples. This is where you can go more in depth on projects, accomplishments, skill sets, etc. Try also to focus on qualifications that make you a unique candidate such as language skills, a study away experience, or technology skills if they are relevant.

Closing Paragraph
Refer the reader to your resume for further information. Express your interest in an interview to discuss your skills and qualifications. Indicate how/when you are available and make sure to remain flexible. You can restate your phone number and email to make it easier to find the information. You will also want to give an idea of your next steps (i.e. you’ll plan to follow up in a week to ensure they’ve received your application). Lastly, state your appreciation for their time and consideration of your application.

Sincerely,
Your Name Typed