(Insert your contact info in same format as on your resume.)  
  
Date of Letter  
  
Individual’s Name (Manager, Owner, Contact, etc)  
Title  
Employer/Company Name  
Street Address  
City, State Zip  
  
Dear Mr./Ms./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:  
  
Try to address to a specific person. If you cannot identify a name, use a functional title such as “Dear Hiring Manager.”  
  
Opening Paragraph: Why You Are Writing  
- Identifies the position you are applying for  
- Describes how you heard about the opening  
- If you are not responding to a specific job posting, indicate what type of position you would be interested in.  
-Identifies who you are  
-Describe 3 qualities you will bring to the internship or 3 job duties you have experience with  
  
Middle Paragraph (Can be multiple paragraphs if necessary): What You Have to Offer  
- Expands on the 3 qualities/job duties you cited in opening paragraph as well as other qualifications that you meet  
- Relates how your qualifications and experiences apply to the specific job at hand.  
- Expresses your potential to contribute to the company  
  
Closing Paragraph: How You Will Follow Up  
- Refers reader to your resume or any other enclosed documents.  
- Thanks reader for taking time to read this letter and reiterates interest in position  
- Describes how you will follow up with the employer in a stated time period or simply says that you look forward to hearing from them.  
  
Sincerely,  
  
(signature)  
  
Typed Name