(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