

Your Address
City, State, ZIP

Today's Date

Name of Person You Are Addressing the Letter to
Their Title
The Company Name
The Company Address

Dear Name of Person You Are Addressing the Letter to:

Tell how you learned about the position/internship. Remember to include the name of a mutual contact, if you have one. Arouse interest on the part of the reader by telling them why you are interested in the position and how you can contribute to the company. You may give information regarding your major and graduation date also.

In the next paragraph, give details of your background that will show the reader why he should consider you as a candidate. Be as specific as possible on how your experience directly relates to the particular position.

The third paragraph should state why you are interested in **THIS** particular company. Again, be as specific as possible. Refer the reader to your general qualifications on your enclosed resume.

In your closing paragraph, you call for action. Say when you are available to further discuss your qualifications and where you can be reached at (i.e. email address and phone number).

Remember, it is your responsibility to follow-up. State that you will do so and provide the professional courtesy of indicating when (one week's time is typical). Thank them for their consideration.

Sincerely,

(Sign here)

Your Typed Name