

First Name Last Name

Professional or school email | Phone Number | Physical address or portfolio URL

Month Day Year

Hiring Manager Name (if known)

Hiring Manager Title

Organization

Organization's Street Address

Organization's City, State and Zip Code

Dear (Mr./Ms./Dr. Last Name, if known, or First & Last Name. If the name is not known, you can default to a position such as Hiring Manager or Human Resources Director):

Paragraph 1

- Explain the purpose of your letter, including the position you are applying for
- Show your interest in and research on the organization and industry
- Include where you learned about the job or the name of the person who referred you

Paragraphs 2/3

- Describe how your prior experiences prepare you for the role
- Discuss examples from a variety of experiences, but avoid restating your resume
- Use specific examples to detail your qualifications for a successful transition to this role
- Vary the structure of your sentences, minimizing "I" and passive phrasing

Closing Paragraph

- Thank the reader for their time
- State your interest in learning more about the position or contributing to the organization
- End with an action item, such as the date you plan to follow up

Sincerely,

Signature

Your Typed Full Name