

Your Name  
Street Address  
City, ST Zip

Today's Date

Company Name  
Street Address  
City, St Zip

[NOTE: If you know the name of the hiring manager, address them by name. If you do not know their name, use "Dear Hiring Manager:"]

Dear Hiring Manager:

Use the first paragraph to reference the position title (include the ID# if it is listed on the job posting), explain how or where you heard about the position. Provide a brief, 1-2 sentences, introduction stating your major, graduation date, and interest in the company.

The next paragraph or two will make up the body of the letter. Go point-by-point through the job posting and linking the required and preferred skills to your own experiences. Provide specific examples from your experiences and skills to address all required qualifications and as many preferred qualifications and job duties that you can. Rather than simply stating that you have a specific skill, tie it to an experience that is on your resume.

For the final paragraph, use 1-2 sentences to reiterate why you are interested in this company and/or this position (for this, it is helpful to know the company's mission and values, current projects, etc.), and let them know that you look forward to discussing your qualifications, then provide your email address and phone number.

Sincerely,

Your Name