

Name

Phone number ♦ email address

Date of writing

Contact's name

Contact's title

Company name

Street address

City, state zip code

Dear Mr./Ms. (insert contact's last name) or Dear Hiring Manager,

1st paragraph Explain why you are writing; identify the position you're applying for and where you heard about it (i.e., company website, Handshake, other contact, etc.). Conclude this first paragraph with a statement that summarizes your strongest qualifications for the position.

2nd paragraph Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Consider including details about the organization that you connect with to help explain why you want to work there. Don't restate the same content already included in your resume.

3rd paragraph Reiterate your fit and interest in the position and request an interview and indicate how and when you can be contacted. Thank the reader for their consideration.

Sincerely,

Roger Eager