

Student Name  
Address  
City, State, Zip Code  
Phone Number  
Email Address

Date

### **Employer Contact Information** (if you have it)

Name  
Title  
Company  
Address  
City, State, Zip Code

### **Salutation**

Dear Mr./Ms. Last Name, (OR Dear Sir or Madam if you do not know who the contact)

### **First Paragraph**

- ✓ Grab the employer's attention with a sentence that makes him/her want to keep reading
- ✓ Explain the position that you are applying
- ✓ Why you have decided to apply for that position

### **Middle Paragraph**

- ✓ Describe an example of a skill or achievement that connects you with the main job responsibility
- ✓ Make connections between your experience or skills and the job itself
- ✓ Support each statement with examples or evidence

### **Conclusion**

- ✓ Ask for an interview
- ✓ Re-explain your confidence that you are a good fit for the job
- ✓ Thank the employer for their time and consideration
- ✓ Include information about how to follow up

**Respectfully yours,**