

First & Last Name

Today's Date

Ms./Mr. Employer Name

Title

Company

Mailing Address

City, State Zip Code

Dear Ms. /Mr. _____: ("Dear Hiring Manager" is appropriate if you research and cannot

"About" Paragraph: Name the position you're applying for and what aspect of the job you're you to apply get their permission and mention them by name here. Highlight how your unique

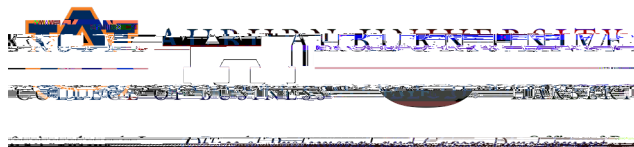
"Because" Paragraph(s):

Avoid creating a laundry list of skills and focus on your top 2-3 accomplishments that best align with the organization's current needs. Focus this section on what you have to offer instead of only discussing what you hope to gain.

Closing Paragraph: Restate your interest in the position and summarize your preparedness to be successful in the organization. Drive home that your research on the company has increased and. Indicate when you will follow up on the next steps.

Sincerely,

Had e Sga e Bac l



First & Last Name

experience you have to offer. Include this section if required by your department/major.