

Your Street Address
City, State Zip Code
Area Code-Telephone Number
abcd1234@psu.edu [your Penn State e-mail address]

Month Day, Year

Mr./Ms./Dr. FirstName LastName
Title
Name of Organization
Street or P. O. Box Address
City, State Zip Code

Dear Mr./Ms./Dr. LastName,

Opening paragraph: State why you are writing, how you learned about the organization or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer and/or position to relate your background to the employer or position. Mention at least three specific qualifications that you think would make you a good fit for the company. This is an opportunity to explain in more detail relevant items in your résumé. Refer to the fact that your résumé is enclosed. Mention other enclosures if they are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up (i.e., phone the employer within two weeks)—and make sure you do what you say you will do. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information that is needed. Thank the employer for his or her consideration.

Sincerely,

[Your handwritten signature]

Your name, typed

Enclosure(s) (refers to résumé, etc.)