

Format for Internship or Job Application Letters

Be polite, formal, professional, and concise

Contact Information

Your full name
Your complete mailing address
City, State, Zip Code
Your phone number
Your e-mail address

Date

Employer Contact Information *(if you have it)*

Name
Title of person you are writing
Company
Address
City, State, Zip Code

Salutation

Dear Dr./Mr./Ms. Last Name, *(or if you don't have a contact)* Dear (Company name) representative:

Body of Application Letter

The body of your application letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph

Include information on why you are writing, specify the internship or job for which you are applying, and where you found the job listing. Include the name of a mutual contact or connection to the company, if you have one.

Middle Paragraph

Mention that your resume/curriculum vitae (CV) accompanies your letter. Describe what you have to offer the employer. Draw attention to special skills that you have and mention specifically how your qualifications fit to the job you are applying for. Remember, you are interpreting your resume in light of the position you seek, so it is not necessary to repeat the details that they can read.

Final Paragraph

Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Polite Closing

Sincerely yours,

Your signature
Type your full name