

Your Street Address  
City, State Zip Code  
Area Code and Phone Number  
Date

Name of Addressee  
Title  
Company Name  
Company Address  
City, State Zip Code

Dear \_\_\_\_\_,

First Paragraph. Grab the employer's attention as quickly as possible by using brief, clear and direct language. In this paragraph, state the reason for the letter, name the specific position or type of work you are applying for, and indicate from which resource (placement center, newspaper, contact, employment service) you learned of the opening.

Second Paragraph. Indicate why you are interested in the position, the company, its products or services and what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate. Try not to repeat the same information found in the resume.

Third Paragraph. Explain that you would like to learn about career opportunities in the company. Refer the reader to the enclosed resume or application form, which summarizes your qualifications and experiences, or to your portfolio.

Final Paragraph. In this paragraph, request a personal interview and mention your flexibility as to the time and place. Finally, close your letter with a statement or question that will develop a response. For example, state that you will call on a certain date to set up an interview. Or, ask if the company will be recruiting in your area, or if it desires additional information or references.

Sincerely,

Your name