

Date

Employer's Name

Employer's Title

Employer's Address

Dear Person in charge of hiring,

I am a senior at the University of Florida, which is where I learned of company name. I am interested in a job in your marketing department.

I have just finished my internship at company name, and did another internship last semester at company name. During these internships I was involved in name what was done and why this qualifies to this job/career. I will be graduating June 2010 with a bachelor's degree. I have also enclosed my resume.

I would like to meet with you and talk with you about how I can contribute to company name. I will contact you within the next week to discuss my qualifications. You can also reach me at the contact information below. I look forward to speaking with you.

Sincerely,

Your Name

Your city, state and zip code

Your Phone Number

Your Email Address

In this letter, it is important to include:

- ❖ Let the reader know the reason for your letter in first paragraph. The sooner you get straight to the point, the better.
- ❖ In the second paragraph, in business form, let the reader know your accomplishments and give examples of those achievements.
- ❖ In the last paragraph, end on a positive note, being enthusiastic, and request a meeting.