

Margins should be set at one inch.

Return Address
City, State Zip
Date of letter

4 line spaces between date and employer's name.

Mr./Ms. John/Jane Employer
Title of Person
Name of Organization
Address
City, State Zip

Dear Mr./Ms. Employer:

FIRST PARAGRAPH: The introductory paragraph should entice the reader to continue reading. State clearly your reason for writing, identify the position or area of employment in which you are interested, and briefly mention how you learned of the position or organization. State your interest in the particular position and demonstrate your knowledge of the organization.

1 line space between paragraphs.

SECOND PARAGRAPH: Highlight those qualifications that are relevant to the position. Don't merely repeat the information in your résumé. Instead, elaborate on significant details. Describe your academic preparation and explain how it qualifies you for the particular position. Focus on internships, class projects, relevant courses, relevant activities/organizations, etc.

THIRD PARAGRAPH: Continue highlighting relevant qualifications by identifying relevant work/volunteer experience (skills, extra training), explaining how your experience has prepared you for the particular job, and include specific details about your work experience. Refer the reader to the enclosed résumé and any other enclosures.

FOURTH PARAGRAPH: Request a plan of action. Ask for an appointment with the employer; provide your telephone number and when to reach you; and suggest possible interview dates. For example, if the employer is out of town, state the date in which you will be in town and ask for an appointment for that date. To be more assertive, state that you will call to set up an appointment. Although a reasonable level of assertiveness is beneficial, avoid sounding demanding. Don't tell the employer what to do or what to think. Instead, request a plan of action. Finally, make sure you thank the employer for his or her attention/consideration.

Sincerely,

3 line spaces after closing.
Remember to sign your name in the space, preferably with black ink.

Your Name

Enclosures