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 of 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. Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer’s needs (major, coursework, academic projects, previous jobs). This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is attached or enclosed.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about internship opportunities. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer’s location and could offer to schedule a visit, indicate when. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed