

Your Header

(Date) _____

(Name) _____

(Title) _____

(Organization) _____

(Address) _____

Salutation (*Dear ABC*)

Introductory Paragraph

What is the exact job title?	
How did you find out about the job (<i>website, referral, career fair, network/contact</i>)?	
What is the number one thing that interests you about the position/company? (<i>Be specific</i>)	
What do you want the employer to know about you that has relevance to the previous response?	

Body

Current Status (<i>Degree program, anticipated graduation</i>):	
Immediate goals and how this position connects:	

Priority/need in the position or organization	Example from your experience

Key words or phrases from the job description:

- 1.
- 2.
- 3.
- 4.

Concluding Paragraph

Summarize your interest in the position/organization:	
Summarize your confidence in your candidacy:	
How can you be reached (<i>email address and phone no.</i>)? (<i>optional</i>)	
Statement of appreciation:	

Signature