**Heading**

(Use the same font and arrangement as the header of your resume, center-aligned and with a bar underneath, if applicable.)

**Date**

*{3 line breaks}*

**Addressee Name** (Name of the recruiter if you have it, or director of the department.)

**Title**

**Organization Name**

**Street Address**

**City, State Zip Code**

*{one line break}*

**Dear Addressee Name:** (Use full name to avoid pronoun misuse. Try to avoid "Dear Hiring Manager:" or "To Whom It May Concern:" – do your research and include the head of the department you are applying to as the addressee if you don’t have the name of the hiring manager or recruiter.)

*{one line break}*

**(First paragraph, no indentation)** Introduce yourself, including your education. Indicate the position you are interested in, how you found out about it, and any personal connections you have to the job (if someone who works there mentioned it to you, a particular anecdote about the organization, etc). Briefly express why you are interested in/qualified for the position or the company (if no specific job exists). If you do not have a specific job in mind, indicate what type of positions you’d be interested in.

*{one line break}*

**(Second paragraph, no indentation)** Highlight your relevant skills (ideally 3) and make connections for the employer about why you are a good fit for the job. Use this space to briefly describe the experiences you’ve had where you’ve utilized the skills the employer is looking for in their job description. This could be through academic, campus/community/volunteer, and work experience. If needed, you may break this into separate paragraphs.

*{one line break}*

**(Last paragraph, no indentation)** The closing. You can refer to your resume here for more details. Give a closing statement reiterating your skills and why you are a strong fit for the job. Thank the addressee and express interest in a possible interview or to speak further about the position.

*{one line break}*

**Sincerely,**

*{3 line breaks}* If you include your signed name (typed or as an image)

(When submitting online, you don’t need to include signature, only 1 line break)

**Your typed name**