

**[You may put a header here from your University
or your resume; this is not obligatory]**

[The Date Goes Here]

[Address goes here:]

[Put the name of the person you're applying to]

[Put the name of the company or organization]

[Put their address]

To Mrs./Mr./Ms. [the name of the person you're applying to]:

[This is your first paragraph]

In your first paragraph, you should state why you are writing, the position you are applying for, and the company or organization at which you are applying to and how you heard about the position. You should also briefly demonstrate your understanding of the company and create a thesis statement that summarizes your qualifications for the job. If you've been referred, be sure to include the name of this referral in this paragraph.

[This is your second paragraph]

In your second paragraph, you'll want to expand upon your background and qualifications in this paragraph. Do you have specialized training? Do you have personal skills or work habits that make you a great candidate for this position? Be as specific as possible about your training, qualities, or experiences and show *how* they make you a great candidate. How will you use these qualities in this job? You can also provide specific examples on how you've honed or obtained such skills. Your goal is to match your skills to the employer's needs.

[This is your third paragraph]

In your third paragraph, you may go into further detail about your background or qualifications as you did in paragraph two. If you don't have anything else to go into, you can skip to the fourth paragraph.

[This is your fourth paragraph]

In this paragraph you should go into further detail about why you would like to work for this particular company. Remember to demonstrate knowledge of the company or organization's mission and to convey your enthusiasm for this position and this company or organization.

[This is your fifth paragraph]

This is your final paragraph. Remember to close out the letter with confidence and restate why you are well-suited for this position. Express your interest in having an interview with the employer and thank the employer for their time and consideration of your application.

Sincerely/All the best,

[Your signature if it is a hard copy]

[Your name]

[Your title (if applicable)]

[Your address]

[Your e-mail address]

[Your phone number]

[Your website (if applicable)]