

**Rhett T. Terrier**

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[Date]

[Contact Name]

[Contact Title]

[Company Name]

[Company Street Address]

[Company City, State, Zip]

Dear Mr. or Ms. [Contact Name]:

- Your letter should be addressed to the hiring manager. If you cannot find that name, use the name of a HR representative (this name can be located on LinkedIn or on the company website).
- If you can't find a HR representative, address it as Hiring Manager or the department to which you are applying Manager (ex: Financial Department Manager).

**Opening (1 paragraph): Introduce Yourself**

- State why you are writing, how you heard about the position and try to make a connection with the reader (referral, event attended, etc.). For example, "I am writing to apply for the Accounting Internship which I found on Handshake". Or "Susan Jones, one of your current interns, suggested that I contact you."
- Convey eagerness to work for the firm and knowledge about the company. State why you are interested in the position, company, or industry. Try to tie yourself to the organization and/or position of interest. Be specific.
- Conclude in ONE sentence your qualifications that match the job's requirements—you will provide examples of when you have demonstrated that you have these qualifications in the next paragraph. Focus on why you are a good candidate for the job and how you will benefit the company (not how it will benefit you).

**Body (1-2 paragraphs): Persuade the reader you are the best person for the position**

- Explain in more detail how your qualifications match the job's requirements from the job description or posting.
- Give specific examples of how you demonstrated a particular skill; tie them into the position you are applying for and explain to the employer why your skills would be relevant for the specific requirements of this position.
- Lead with work experience and then follow with academic experience.
- Provide strong examples to show your accomplishments whenever possible. Avoid repeating verbatim what is already on your resume.

**Closing (1 paragraph): Next steps**

- Reiterate your interest and fit – use information specific to the company/role/yourself
- Thank reader for their time and consideration and suggest the possibility of an interview in-person
- Provide your contact information (email/phone number) should they need to get in touch with you

Sincerely,

[Your Name Typed]