Date of application

Recruiter Name/Contact

Recruiter Contact Title/Department

Organization Name

Department Mailing Address

*(Tip: utilize the employer contact information from the job/internship posting or research employer website to find hiring department’s contact information)*

Dear Recruiter First/Last Name *(Tip: recommended*) or Dear Sir or Madam (if unsure of recruiter contact):

Introductory Paragraph (3-5 sentences)

Reference the employer and opportunity and how you learned about the position (website, networking, etc.)

Discuss your University, major, year of study/grad date, and/or relevant coursework

Consider why you are applying for the position and discuss your interest and motivation for the opportunity

*(Tip: review the posting and employer’s about us webpage for ideas)*

For an internship, write about your learning objectives for the experience

Middle Paragraph(s) (3-5 sentences)

*(Tip: write 2-3 multiple paragraphs with each focusing on a specific skill and/or experience)*

*(Tip: include a statement that connects your skills/experiences back to the position/employer)*

Review the job/internship posting and employer website and highlight your skills and past experiences that are the most applicable *(Tip: complete a SWOT Analysis)*

Remember experiences can be paid, unpaid/volunteer, internships, academic coursework/programs, study abroad, leadership roles, student organizations, community programs, and/or military training

Provide specific and detailed examples of your experiences and accomplishments

Focus on your qualifications and transferability of skills if you have limited direct experience *(Tip: if you have limited previous experience for the position, discuss an experience where you learned new skills)*

Concluding Paragraph (3-4 sentences)

Restate your interest in the position *(Tip: to show enthusiasm, e.g., I am excited about…)*

When appropriate, add a follow-up statement; for example, I will contact you the week of Month/Day to follow-up on my application and address questions you may have

If you do not plan to follow-up on the application, include your contact information

End document with a thank you/appreciation statement

Sincerely,

Your Name

LINKEDIN.COM/LISAMMAY | 509 499 1070 | MAY.LISA2@GMAIL.COM

**LISA MAY**

**RESEARCH MANAGER**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

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