ORGANIZATION/RECRUITER

Street Name

City, State, Zip

Date

Dear ORGANIZATION/RECRUITER,

I am a junior at Marist College, and I am excited at the opportunity to work with ORGANIZATION as a POSITION AVAILABLE. Answer why you would be a good fit for the position in a sentence or two.

Paragraph of related experience, course work, and other activities to support your candidacy. Why was PRIOR WORK a better place with your efforts?

Polite conclusion showing excitement for position and looking forward to hearing back from company.

Thank you for your time and consideration,

Sincerely,

Nicholas Suchy