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08, 11, 2018

Pratik Prasad
Developer
Accenture Svc. Pvt. Ltd.
One Tower Sq.
Hartford, CT 06103

Dear Mr Hanselman

Opening paragraph: State what position or internship you are applying to; how you learned of the organization or position, and basic information or qualifications about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. Restate briefly why you're so passionate about the opportunity you're applying for. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed