



July 20, 2014

6100 Main St  
Houston, TX 77005  
Phone: (713) 348-0000  
Email: john.smith@rice.edu

2200 Mission College Blvd.  
Santa Clara, CA 95054-1549  
USA

Dear Hiring Manager,

I am writing to apply for the advertised position (**Research Scientist – 723915**) in Intel. I am currently a Ph.D. candidate in Computer Science at Rice University. I expect to complete my dissertation by [month, year].

My interests are in XXXX...

During my graduate study, I have worked at AAA, BBB, CCC...

My application materials are enclosed, which are also available from:

<http://example.org>

I look forward to hearing from you soon. Thank you.

Sincerely,

A handwritten signature in blue ink that reads 'John Smith'.

John Smith