Date

*(4 blank lines)*

Employer Point of Contact Name

Employer Point of Contact Title

Organization

Street Address

City, State, Zip

*(2 blank lines)*

Dear Mr./Ms. \_\_\_\_\_\_\_\_:

**Name the position for which you are applying and how you became aware of the position. Make sure to include the specific position title, and number if applicable for which you are applying. If an individual or personal contact referred you to the organization, be sure to mention the name in the first or second sentence. Then provide a brief explanation of your interest that reflects your research into the organization. Keep the first paragraph brief and attention grabbing.**

It is with excitement that I submit my application for the analyst position (9898798) at Sample Firm which was advertised with the Office of Career Services at Wake Forest University. I am enthusiastic about this opportunity because of the diversity of global clients from government and industry to academia and non-profits the firm represents. My educational background, internships, and leadership experience make me a strong candidate for this position.

**In one or two paragraphs, indicate what you can do for the employer. Show how your qualifications, skills, and attributes will benefit the firm. Explain how your academic background and the skills you have acquired from other experiences, such as internships, activities, and volunteer work make you a qualified candidate for the position. Make sure not to reproduce your resume in this space, but highlight your most pertinent experiences. This is your opportunity to highlight any relevant qualifications or experiences that are not noted on your resume. If you have access to a position description or job listing, specifically address how your background matches the qualifications they are seeking. Your objectives here are to demonstrate that you are a “match” for the position and to stimulate enough interest that the contact person will want to read your resume. Create a “need” for yourself at the company, and indicate your willingness to contribute to the organization.**

I have the academic background and relevant experience to make an impact at Sample Firm. Through my business coursework, I have had extensive training in survey design and data collection. I put this knowledge to work last summer as an intern in the accounts management department at Klein and Associates, a full-service marketing and advertising firm in Winston-Salem, NC. In this fast-paced environment, I collected marketing information for three major client accounts by conducting over 20 different focus groups. The data I collected was then used by the account managers to develop advertising campaigns.

In addition to my academic and work experience I participate in several extracurricular activities. As the treasurer of a 150 member group I manage a $100,000 budget. I am also able to utilize my creativity as the sales and promotions committee chair. This role involves designing t-shirt logos, event flyers, and a section of the external website.

**In the closing paragraph, refer the reader to an enclosed resume. State what you will do next or suggest what you would like the employer to do next. Thank the person for his/her time and consideration of your credentials.**

 I look forward to the prospect of discussing the analyst position further and, if given the opportunity, I would work diligently to contribute to the mission of the Sample Firm. Should you require additional information or wish to speak further, please contact me at 336.123.4567 or janereynolda@wfu.edu. Thank you for taking the time to review my resume and consider me as a candidate.

Sincerely,

Jane Reynolda

Jane Reynolda

Enclosure