

Street Address or P. O. Box
City, ST Zip##

Date

Name or Title (Human Resource Manager)
Company Name
Street address
City, ST Zip##

Dear Name or Title:

- * Indicate your purpose for writing: interest in a particular position or any future openings.
- * Reveal your source of information: name of faculty member, info from Employment Resource Center, newspaper ad, or company description in a business directory.
- * State your degree, expected graduation date, and major. (Freshmen and sophomores should substitute classification, expected degree, and major.)
- * Outline your strongest qualifications that match the position requirements or the company's work environment.
- * Provide evidence of related experiences and accomplishments (internship or work).
- * Make reference to your enclosed resume.
- * Convince the employer that you have the personal qualities and motivation to perform well in the position.
- * Sell yourself.
- * Suggest an action plan.
- * Request an interview and provide a phone number where you may be reached or where a message may be left.
- * Indicate if you have an answering machine and that a call will be returned within 24 hours.
- * Express appreciation to the reader for his or her time and consideration.

Sincerely,

(Your signature in ink)

Your typed name

Enclosure