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