

Firstname Lastname

Houston, TX 77024 | (123)-456-7890 | name@gmail.com

Current Date (Month Day, Year)

[Hiring manager/Contact person's full name]

[Hiring manager/Contact person's full title]

[Company name]

[Company address]

[Company city, state, zip code]

Dear [Title] [Hiring manager/Contact person's last name]:

[INTRODUCTION] Clearly state why you're writing. Name the position or type of work you're exploring, and, if applicable, how you heard about the position or organization.

[MIDDLE PARAGRAPH(S)] Explain why you're interested in this employer and your reasons for wanting this type of work. If you've had relevant school or work experience, be sure to point it out with 1-2 key examples, but DO NOT reiterate your entire resume. Emphasize *job-relevant* skills or activities. Do this in a confident manner: the reader will view this letter as an example of your writing skills.

[CONCLUSION] Reiterate your interest in the position & your enthusiasm for using your skills to contribute to the organization's work. Thank the reader for their consideration of your application. End by stating that you look forward to the opportunity to further discuss the position (e.g., ask for a meeting). Remember to follow up!

Sincerely,

[Your name]