

# First Name Last Name

Address · Phone  
Email

[Date]

[Recipient Name]

[Company]

[Recipient Street Address]

[Recipient City, ST Zip]

**Dear [Recipient Name],**

In your initial paragraph, indicate the reason for writing, the specific position or type of work for which you are applying, and how you learned of the opening. (prior contact with employer or employees of the organization you are applying to, newspaper advertisements, the internet, etc.)

Mention why you are interested in the position and organization. Above all, indicate what you can do for the employer. Explain how your academic background makes you a qualified candidate for this position. Mention ideas for future research, if applicable. If you have related experience, point this out by mentioning specific achievements or unique qualifications gained through this experience. Do not repeat information word for word as it appears in your resume.

In the closing paragraph, indicate your desire for an interview. Repeat your phone number and email in the letter and offer to provide additional information, if necessary. Finally thank the employer for his/her consideration.

Sincerely,

(Your Handwritten Signature)

(Your Name Typed)