

Date

Employer's Name
Title
Company Name
Company Address
City, State Zip code

Dear Ms. or Mr. _____ :

FIRST PARAGRAPH: Create interest and attract attention! Let your personality, enthusiasm, and interest show! Explain why you are writing the letter. If you are responding to an advertisement, state the name and date of the publication or web site where you found the ad as well as the job title for which you are applying. If someone referred you, tell the reader who referred you and how they are connected to the organization. This is one of the strongest methods to ensure that your resume will be read and increases your chances of an interview dramatically. This paragraph will probably be only two to three sentences long.

SECOND PARAGRAPH: Tell the employer why you think you are qualified for the job. Highlight and expand upon your skills and experiences from your resume that you do not want the reader to overlook. This is a good place to mention any projects or work you are doing currently which is not listed in your resume. Be sure to tell the employer what you can bring to the organization.

THIRD PARAGRAPH: Indicate that you have researched the organization to which you are applying. Connect the organization's expressed needs with the skills and personality traits that you can bring to the job. Don't talk about what the organization can do for you, but what you can do for them. This should connect directly to the second paragraph. Utilize the organization's web site, job description and other information to draw correlations between the organization's needs and your skills, education and/or experience.

CLOSING PARAGRAPH: This paragraph has two purposes. First, thank the employer for reviewing your credentials. Second, indicate when you will contact the employer to discuss the possibility of an interview. If you do not have a contact person for the organization, be sure to state when and where you can be reached most easily.

Sincerely,

(sign your name here)
Your name typed

SARAH B. KIND
508-999-8658 • sbkind@umassd.edu

April 13, 2020

Ms. Alice Potter
Vice President Human Resources
ABZ Corporation
43 Westminster Street
Providence, RI 02903

Dear Ms. Potter:

A classmate of mine, Jamie Reynolds, suggested I contact you regarding internships with ABZ Corporation. Jamie recently spent a semester at your organization as an intern in your Communications and Public Relations department. She had so many positive things to say about her experience with your company I am eager to explore similar internship possibilities.

As you will see from my resume I am a junior at the University of Massachusetts Dartmouth and I am majoring in Marketing. I am particularly interested in developing media relations within an organization. While working with the orientation program at UMass Dartmouth I had to hone my communication skills verbally and through print by providing families with important information. I often acted as the spokesperson for the University while speaking with families. In addition, I contributed to the orientation social media sites. These experiences, in addition to my academic background, make me a qualified candidate for your internship program.

I am interested in ABZ Corporation for a number of reasons. According to your website, you were recently voted “One of the Top Ten Businesses in Rhode Island” based upon your employee satisfaction. Also, ABZ is dedicated to their community, allowing employees to spend up to 20 hours per year in service during work hours. As a student at UMass Dartmouth I have been part of the Student Volunteer Association and have a passion to service those in need. I spent two Spring Breaks working with Habitat for Humanity in Virginia and Tennessee. I am excited to know that there are organizations that have this same passion and allow for employees to contribute.

I have enclosed a resume for your consideration. Thank you for your interest and your time. I would welcome the opportunity to meet with you to discuss my qualifications further. I will contact you the week of April 30th to see if I might arrange an interview. I look forward to speaking with you soon.

Sincerely,

Sarah B. Kind