

Date

Name of Hiring Contact (Use name of individual. Otherwise, don't list information here)

Title

Organization

Business Address

City, State, ZIP Code

Dear _____, (Use name of individual. Otherwise, use 'Dear Hiring Manager')

1st Paragraph

Explain the reason for the letter and/or identify the position you're seeking.

Mention how you learned of the position and/or where you saw it advertised (Employee of the company, Jobs for Gators or other website, classmate, friend or coworker).

2nd Paragraph (can be joined with 3rd paragraph if needed)

Highlight your skills and accomplishments and how they could add value to the organization.

3rd Paragraph (can be joined with 2nd paragraph if needed)

Explain how specific projects, philosophies, etc. of the employer resonate with you. Make it clear to them that you have done your research and that you have thought through WHY you want to work for them.

Closing Paragraph:

Thank them for taking time to consider your application. From this point, you have two options:

1. Take a passive approach by indicating a phone and email at which they can contact you with additional questions.
2. Take an aggressive or active approach whereby you indicate a specific day (and maybe even time), you will call to check on the status of your application. The challenge with this is that if you say you are going to do this, you **MUST** do it. Not following through on this will raise a 'red flag' for them.

Express your thanks.

Sincerely yours,

(Handwritten Signature)

Your Full Name, Typed