

Your Address  
Your City, State Zip  
Date

Person's Name  
Person's Title  
Organization Name  
Organization's Address  
City, State Zip

Dear (*Mr./Ms. Person's Name*),

The opportunity to apply for (*name of position*) is exciting. I have been preparing myself for such responsibilities for the last five years. Consequently, I was pleased when I learned of the opening through the University of Nebraska-Lincoln Career Services office. Following my (*month and year of graduation*) graduation, I will be eager to begin my first professional position.

Past experience with (*names of 2-3 organizations*) have allowed me to develop a variety of personal and professional attributes. Among the most pertinent to the (*name of position*) position would be my (*name one outstanding, provable attribute*). As indicated in your position announcement, this position also requires a knowledge of (*knowledge or skill area*). My academic preparation in (*major field of study*) has provided me with such knowledge as demonstrated by my course work in (*courses*). Additionally, my internship with (*name of organization*) has given the opportunity to apply this knowledge in a real-world setting.

My enclosed resume will provide you with additional information regarding my qualifications for the position. Please consider my request for a personal interview to discuss in greater depth the contributions that I would be able to make to the position of (*name of position*). I will call you next week to see if a meeting can be arranged. To reach me prior to that, please call me at xxx-xxxx.

Sincerely,

(*signature*)

Your Name

Enclosure