

Your Street Address
Your City, State, Zip
Date

Person's Name
Company Name
Address
City, State, Zip

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

During the course of my research on (*name of topic*), I became aware of, and impressed by (*name of organization*). Therefore, I was pleased to see your vacancy announcement for a (*name of position*) in the employment section. I would like very much to be considered for the position.

My (*name of discipline*) coursework has centered around (*topic*) as highlighted on my resume. This academic background has prepared me to (*name specific relevant job functions*). I have also taken multiple (*name of discipline*) classes which have enabled me to improve my (*name of skill*) skills as well as my (*name of skill*) strategies. I have specifically studied (*name of field(s)*).

In addition to my academic pursuits, I have had various leadership and employment experiences that would contribute to this career field. I served as (*name of position*) of (*name of organization*) and was responsible for (*name of responsibility(ies)*). Furthermore, during my last two years as a (*name of position*) with (*name of organization*), I demonstrated strength in (*name of skills*). Finally, I possess sound computer skills and am familiar with both PC and Macintosh environments.

I am eager to explore employment options with (*name of organization*) and would appreciate an opportunity to meet with you personally. I have enclosed a resume for your review and I hope to hear from you soon.

Thank you for your time and consideration.

Sincerely,

(*signature*)

Your name

Enclosure