**Firstname Lastname**

(123) 888-8888 | Email@gmail.com| linkedin.com/in/firstnamelastname

Date

Mr./Ms. ABC DEFG (Try to include a name of a person at the company if possible)

Title Company Name Street Address

City, State & zip code

Dear Hiring Manager, (Or their first and last name, if you can find this information)

**Opening Paragraph**

* Introduce yourself and the purpose of your letter
* Write why you want to work at that organization (be specific, if you are applying to Nike, don’t say you want to work there because you like sports, say something specific about that brand)
* State what position you are applying for and how you learned of the opportunity
* If you have networked with anyone at the organization, mention who you spoke to and why that convinced you to apply
* Write what skills you will bring to the organization, *not* how you will benefit from the position

**Middle Paragraphs (there should be no more than two of these paragraphs)**

* In the first sentence of each paragraph, introduce the one to two skills that prove that you’re a good fit
* In the following sentences describe the places you have demonstrated that skill (ex: internships, work, school etc.)
* Choose one to two or examples/stories that illustrate how you used that skill and how it added value to the organization

**Closing Paragraph**

* Thank the hiring manager for their time
* Re-express your interest in the role
* Demonstrate knowledge of the employer
* Mention that you look forward to hearing from them. For e.g. "I look forward to hearing back from you and your team"

Sincerely,

First Name Last Name