**Your Name**

Your Street Address

City, State Zip code (remember, city comma state)

Your Phone(s)

Your E-mail (ONLY if it’s appropriate!)

Date (use Month Day, Year format. For example: March 4, 2014)

Company Name

Company Street Address

City, State Zip code

Dear Mr. or Ms. Contact Person (**or** Dear Sir/Madam, if you don’t have a contact name):

The first paragraph of your letter should include information on **why** you are writing. Mention the position for which you are applying as well as where you saw the job/internship advertised. If someone told you about the position, mention that person’s name.

The next section of your cover letter should describe what you have to offer the employer. Highlight the important sections from your resume, but remember that you are interpreting your resume, not repeating it. Make strong connections **between your abilities and their needs**. Mention specifically how your skills and experience match the job for which you are applying. Explain what you could contribute to their company. It’s also a good idea to use the language in the ad – match their needs with your skills!

End your letter by politely requesting an interview. If you are sending supplementary material, like a portfolio, mention that here as well. Then, thank the reader for his/her time and consideration and indicate that you look forward to hearing from him/her.

Regards,

(skip 3 lines & sign your name in this space)

Type Your Name Here