

Your present address  
City, State, ZIP  
Date

Person's Name  
Title  
Company  
Address  
City, State, ZIP

Dear Ms. Jones:

**FIRST PARAGRAPH:**

Attract the employer's interest by briefly mentioning such information as a relevant accomplishment or your enthusiasm for the job. Avoid such stereotypical, overused first sentences as "This is in answer to your advertisement," or "I am a senior in IST at Penn State." You do want to state who you are and the purpose of the letter, but take some time and think of an interesting, thought-provoking, or eye-catching introductory paragraph. If you have been referred and/or encouraged to apply by some influential person in your employment network, identifying the individual by name in this initial paragraph may be beneficial.

**MIDDLE PARAGRAPH:**

Describe your interest in the position, in the field of work, or in the organization. If you have work experience, internships, or specific classroom projects, be sure to mention pertinent data or accomplishments to show that you have specific qualifications or skills for this particular type of work. Refer to key aspects of the resume which relate to the job or employer, but don't restate complete sections of the resume.

**CLOSING PARAGRAPH:**

Mention your interest in discussing the job in person and give dates when you are available. An assertive approach that seems to meet the job candidate's need for maintaining some control while, at the same time, offering another opportunity to demonstrate interest and professionalism can be shown by: "Thank you for your consideration of my credentials. I will contact your office in the next ten days to see if you require any additional information regarding my skills and accomplishments."

Sincerely,

(handwritten signature)

Your typed name