

FirstName LastName

West Palm Beach, FL 33401 | xxx-xxx-xxxx | email@pba.edu

MO, Day, YYYY

Mr./Ms. FirstName LastName

Title

Organization

Address 1

City, State Zip

RE: [LIST POSITION APPLYING FOR]

Dear Mr./Ms. LastName:

Paragraph 1: Engage me with a story. Tell me how you became interested in the field, industry or the position. This is a good area to incorporate the research you have done into the organization. The employer will only spend about 20-30 seconds reading your cover letter – if you have a name to drop, do it here. This may also be a place to name drop someone you know who referred you to the organization or works at the organization. In some cases, this is the place to address things like—how the position and your academics are related, even though they do not seem to be, or why they should consider you if you are under/overqualified for the position.

Paragraph 2: This is where you show them, not tell them how you are qualified. Give specific examples to back up the qualifications. Perhaps you explain how the classes you have taken prepared you for a position in their organization. You may then want to include information about the experiences you have had in internships and other job opportunities. Do not repeat information directly from your resume but highlight one or two specific examples that are the best representation of your assets for each organization.

Paragraph 3: Wrap up and express your interest. Refer the reader to the enclosed resume and indicate your follow-up intentions. Take responsibility to follow-up. This shows initiative, perseverance, and follow-through. Don't forget to thank the potential employer for his/her time, consideration, and attention. *[I would welcome the opportunity to talk with you about my qualifications for the [position title] I appreciate your time and consideration.]* Include a summarizing concluding statement *[I am confident that my education, work experience, and enthusiasm make me an ideal candidate/will be of value to (organization).]* Make sure to center everything from the "date" to "Enclosure" vertically on the page. Do not leave a bunch of white space at the bottom. It is okay to have a short and sweet cover letter!

Sincerely,

[sign your name here – with a real pen!]

Your Name

Enclosure: Resume