

Your Street Address

City, State Zip Code

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Date

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> (4 spaces)

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Name of Contact (Mr., Ms., or Dr. First and Last Name)

Title

Organization Name

Street Address

City, State and Zip Code

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Dear Mr., Ms., or Dr. (Contact's Last Name):

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The first sentence should capture the reader's attention and tell them why you are writing. Include the position you are applying for and how you learned about it if you have a referral within the organization. Hold the readers' attention by demonstrating your interest in the employer or the position. Consider including something of interest from your research on the organization or tell what you are hoping to gain from this position.

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Based on the job description, highlight 2-4 skills or experiences you have that are required for this position. Provide an example of how you gained or utilized each skill and give more detail than on your resume or CV. Demonstrate your value to the organization. It does not need to have been formal or paid experience to be relevant. If you performed statistical analysis for several of your graduate courses and statistical analysis experience is required for the position, then describe your course projects.

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Keep the last paragraph concise. If you have the contact's phone number or email address, then indicate that you will follow up next week to ensure your application was received or request an interview. Include your phone number and email address and thank the reader for their time and consideration.

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Sincerely,

>

Your Name

Note: If you are mailing your cover letter, then you will want to have four spaces between Sincerely and your name and you will include your signature in the space.