
Winnie Eagle

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Today's Date

Ms. Jane Doe

Title

Organization

Street Address

City, State, Zip Code

Dear Ms. Doe:

1st Paragraph – Start the letter by introducing yourself (e.g., “I am a currently attending Winthrop University as a psychology major”). Tell the employer why you are writing to them (i.e., to apply for a specific position). Mention how you heard about the job opening, whether it be through word-of-mouth, a newspaper advertisement, or an online jobsite. Explain why you are interested in working with the company/organization, and why you believe that you would be an excellent fit for the position. You may wish to discuss your career interests and long-term career goals. This will help to explain to an employer why you are interested in the position.

2nd Paragraph – Connect one or two of your qualifications with the job description of the position you are applying to. Be confident! Discuss any experiences that you believe to be most relevant to the employer. Try putting yourself in the employer’s position and imagining what sort of qualities they are looking for in an applicant. You may wish to elaborate on information that you included in your resume. However, do not repeat this information word for word. Instead, try going into greater depth and explain how you utilized your knowledge, skills, and abilities during those experiences in order to effectively perform your tasks, duties, and responsibilities. In addition, if you’d like to discuss any information that is not included in the resume, you may do that as well, so long as it is both meaningful and relevant.

3rd Paragraph – Begin the final paragraph by restating your interest in the job and why it means so much to you. Let the employer know that you look forward to hearing from them and that you hope to meet with them in the near future to discuss your qualifications. You will want close the letter by thanking the employer for their time and consideration when reviewing your application.

Sincerely,

[Your Handwritten Signature]

Type Your Name