Today’s Date

Ms. Jane Blank, Title  
Organization  
Street Address  
City, State, Zip Code  

Dear Ms. Blank:

1st Paragraph – Tell why you are writing; name the position, field, or general career area about which you are asking. Tell how you heard of the opening or organization.

2nd Paragraph – Mention one or two of your qualifications that you think would be of greatest interest to the organization, tailoring your remarks to their point of view. Tell why you are particularly interested in the employer, location, or type of work. If you have had related experience or specialized training, be sure to point it out. Refer the reader to the enclosed application form or resume. If appropriate, mention that the Placement Office has or will send full credentials to provide additional information concerning your background and interests.

3rd Paragraph – Close by making a request for an opportunity to visit the employer, suggesting a possible date and time. Indicate that you will follow up with a phone call (when you reach the city, for instance) for a confirmation of the appointment unless you hear beforehand that the reader does not wish to meet with you. If, instead of wanting an interview, your request is for further information concerning the opening, it would be polite to enclose a self-addressed, stamped envelope. Make sure your closing is not vague but makes a specific action from the reader likely. Be confident.

Sincerely,

(Your Handwritten Signature)

Type Your Name

Enclosure