**FIRST NAME** 

**LAST NAME**

****

(000) 000-000

email@email.com

Month Day, Year

Hiring Manager Full Name

Company name

Company Address (Use the location you’re applying for)

Company City, Company State, Company Zip Code

Dear​ ​Mr./Ms./Dr. [try to use LinkedIn to find their name; if you can’t find it “Dear Hiring Manager” will suffice] ,

**Intro Paragraph:** Use this paragraph to introduce yourself. Highlight the specific role and company you’re applying for. Mention who you are and what knowledge you bring to the table. Allude to relevant experience. Tell them why you want to apply, how you will add value to the company and accomplish your goals at the same time. Check out our example: I recently discovered that [insert company] is hiring for the Accounting Intern position and I think I would be a great fit based on my experience and values. I have a core understanding of efficient reporting processes as a result of previous coursework and volunteering. Having gained this knowledge, I’m excited to apply my skill set to this role and have the opportunity to add value to your company by sharing innovative approaches to reviewing data.

**Paragraph 2:** Use this paragraph to describe how your relevant experience, skills, and abilities meet the company's needs and the expectations of the position you're applying for. Pull key words and phrases from the job description.

* Accomplishment #1 (e.g. developed a final project that discussed innovative strategies for reducing statistical error within monthly financial reports by 20%)
* Accomplishment #2 (e.g. through attention to detail as a sales associate, I decreased customer return rates by 15%)
* Accomplishment #3

**Paragraph 3:** Reiterate how your values align with the company's. Research the company and learn their brand story – are there any new initiatives they're developing, what are their key values or mission statement? For example, do they value integrity & transparency?

**Paragraph 4:** This paragraph is a call to action. Inform the hiring manager that you'd love to connect with them and provide additional information. Remind them about your contact information located above. Also, let them know that you've also submitted a resume. Thank them for their consideration.

Best,

First Name Last Name