Month Day, Year

Hiring Manager
Title
Organization Name
Street Address
City, State Zip

Dear Hiring Manager Name,

**Paragraph 1: Introduction**

Purpose: Introduce yourself and explain why you’re writing.

Include:

* The position title and company name.
* Your degree program (e.g., “I am a senior at Arkansas Tech University pursuing a B.S. in Psychology.”)
* Any referral name (e.g., "John Smith recommended I apply...").
* 1–2 sentences highlighting your fit based on keywords from the job description.

Example: I am writing to apply for the Marketing Intern position at Acme Corporation. As a junior Marketing major at Arkansas Tech University, I’ve developed strong skills in content creation and social media analytics, which align with your need for a creative and data-driven team member.

**Paragraph 2: Showcase Your Value**

Purpose: Demonstrate what you bring to the organization.

Include:

* 2–3 skills or experiences directly related to the job.
* Focus on how these experiences will help you contribute in the role.
* Use specific examples: job roles, internships, volunteer work, or class projects.

Example: In my internship at Sam’s Club, I managed a customer satisfaction survey project that improved response rates by 20%. As a CNA at St. Mary’s, I developed strong communication and teamwork skills—qualities that will help me thrive in a fast-paced professional environment like yours.

**Paragraph 3: Closing & Call to Action**

Purpose: Express appreciation and share your next steps.

Include:

* A thank you.
* A clear call to action (e.g., requesting an interview or offering to provide references).
* Contact information again for convenience.

Example: Thank you for considering my application. I would welcome the opportunity to discuss how my experience can benefit your team. You may reach me at (555) 123-4567 or jane.doe@email.com to schedule an interview at your convenience.

Sincerely,

First M. Last