**Insert Name**

Insert Address • City, State, Zip Code • phone number • email address • LinkedIn URL

[**Date Month Day, Year]**

Dear :

[**Introduction:** Get their attention and align to the company. What makes this company stand out to you or speak to something specific about the company mission. Include the degree you are pursuing and position for which you are applying.]

[**Specific example/project/training #1**: DEMONSTRATE a skill listed in the job description. For example, if they repeatedly state Excel skills are necessary, then tell me about a project you worked on that involved Excel and what you accomplished.]

[**Specific example/project/training #2**: DEMONSTRATE a second skill listed in the job description. For example, if they repeatedly state collaboration is a big part of the job, then tell me about a team project you worked on and what you accomplished.]

[**Closing Paragraph**: Thank them for considering you for the position and reiterate your interest. Include your contact info here again.]

Sincerely,