Your street address
City, State Zip
(1 empty line)
Date

(4 empty lines)

Name of Employer
Title
Company
Company Address
City, State Zip
(1 empty line)

Dear Mr. or Ms. Employer: (or Dear Human Resources Director, Internship Coordinator, etc)

(1 empty line)

First Paragraph: Intro paragraph: clearly and concisely state the position you are applying for, where you heard about it, and degree you are earning (if applicable), and maybe one quick reason why you are interested/qualified for the position. (2-4 sentences)

(1 empty line)

Second Paragraph: Talk about You: provide 1 or 2 examples of your qualifications. You need to provide evidence of your skills, knowledge, and/or abilities as relevant to the position you are applying for. Don't just repeat info from your resume or copy/paste information from your resume. (3-5 sentences)
(1 empty line)

Third Paragraph: Talk about Them: tell them why you want to work for them specifically. This paragraph must change for each employer and it must be genuine. Refrain from making generalizations about the company or industry – do some research on their website to learn about their values, mission, projects, etc. You want to make them **feel** like you are a good fit through this paragraph. (3-5 sentences)

(1 empty line)

Fourth Paragraph: Ask for the interview: Tell them you would appreciate the opportunity to speak with them in person; reiterate your interest in the position; give them your phone number and email address directly in this paragraph. Thank them for their time and consideration. (2-4 sentences)

(1 empty line)

Sincerely,
(1 empty line)
Type Your Name here