Month XX, 2012

Dear Mr./Ms. ____________:

Introduce yourself and tell them why you are contacting them. Be specific about what type of position you are seeking. If your letter is based on a referral, be sure to mention the name of the person who referred you. If you are responding to an advertised position, be sure to use the exact job title provided, and say where you heard about the job opening.

Explain your academic and professional qualifications. Use what you know about the company or job description to guide you and identify the qualities and skills you have that match what the employer needs. Remember, these qualities may not all be technical, and some could pertain to soft skills.

You should also describe any transferable skills you have that will translate well into the position you seek. Use specific details to describe how elements from your past experience and training will allow you to meet some of the requirements of the job. Explain what interests you about this particular job, or why you want to work for this particular company.

Invite them to contact you, and politely request an interview. There is no need to repeat your phone number and e-mail address since they should already be provided in the header.

Sincerely,

Signature

Typed First & Last Name