Contact’s Name Contact’s Title Company Name Company Address City, State Zip Code

Date of Letter

Mr. or Ms. Contact:

Your opening paragraph should arouse the reader’s interest. Indicate why you are writing the letter, the specific position or type of work for which you are applying, and how you learned of the opening. Give information to show your specific interest in this organization.

Your middle paragraphs should create desire. Give details of your background that show the reader why you are a strong candidate. Be as specific as possible about the kind of job you want. Mention why you are interested in the position, the organization, its products, or its services. Above all, indicate what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate. If you have some practical work experience, point out your specific achievements or unique qualifications. Do not make the reader guess the point you are trying to make.

Refer the reader to your general qualifications, cited on your enclosed resume. Use as much space as you need to

tell your story, but keep it brief and to the point.

In your closing paragraph, ask for action. Indicate a desire for a personal interview. You may suggest alternative dates and times or simply advise employers of your flexibility as to time and place. State your phone number in the letter and offer any assistance that would help achieve a speedy response, such as additional information. A positive request is harder to ignore than a vague hope.

Sincerely,

*Sign your name here*

Print Your Name

Your Street Address City, State Zip Code Your Phone Number Your Email Address

Enclosure

Mr. John M. Curtis Recruiting Coordinator HAL Corporation

55 Washington Avenue

New York, New York 10081

April 30, 2016

Mr. Curtis:

I am pleased to enclose my resume in response to the computer programming position recently posted on Jobs4Cats. As a recent graduate from Texas State University, I am excited to begin my career in a position that will allow me to combine the talents I have developed through my academic courses and internship experiences.

My coursework as a computer science major has exposed me to an extensive set of programming experiences, including the use of C++, HTML, Java, and Perl. Through my academic projects, I applied my coding skills to create a web application, and further developed my ability to effectively problem solve under minimum

supervision. In addition, I recently completed an internship with XYZ Technologies wherein I gained experience

in producing essential code procedures for the organization’s client database system. This internship yielded the opportunity to collaborate with various departments to create an effective and efficient product which maximized productivity by 25 percent.

Through my internship and academic projects, I have developed strong technical and interpersonal skills that would enable me to be a strong asset to your team. I am proficient with strong analytical skills and am eager to undertake challenging projects which continuously distinguish your company as a leading organization in this industry.

I am excited to learn more about this position and welcome the opportunity to meet with you to discuss how my qualifications can best help HAL Corporation. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

*Joan Doe*

Joan Doe

1234 15th Street

Troy, New York 12180

(512) 271-0000

[Jwdoe23@yahoo.com](mailto:Jwdoe23@yahoo.com)