

## Your Name

Mailing Address, City, State, Zip (a/c) Phone Number your email address

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*Date*

Name of Contact

Title

Name of Organization

Address

City, State, Zip

Dear Mr./Ms. Last name of Contact:

**INTRODUCTION:** State the position or type of work for which you are applying. Identify how you learned of the opportunity. In one or two sentences, tell why the position and organization interest you. Give a very brief summary of your education and background. (E.g.: *"I will be graduating from UH Hilo with a Bachelors of Business Administration in May of this year and have had several internships related to this field."*)

**SELL YOURSELF:** (Research the company and the position beforehand!) Succinctly state why you are qualified for the position using the employers terminology and jargon. Highlight two or three major accomplishments that demonstrate your initiative, creativity, follow-through, communication skills, and problem solving abilities. Be sure to draw a connection between the needs of the current job opening and the skills and experience that you will bring to the job. This section may be one or two paragraphs long.

**ASK FOR AN INTERVIEW:** Re-emphasize your interest, politely thank the employer for their time, and request an interview – or indicate that you will call to arrange an interview.

Sincerely,

*Don't forget to sign your letter!*

Your Name Typed