Date
(The number of spaces between here and the inside address can vary from 4 spaces for a long letter, to 6-10 for a shorter letter).

Ms., Mr., Dr. *
Company/Organization
Department (if known)
Street Address
City, State    Zip

Dear (Ms., Mr., Dr., etc.) or Title of Position, e.g. Nurse Recruiter:

OPENING PARAGRAPH 1: State why you are writing, with your special interest area if appropriate. Identify yourself as a student at CSU, Chico, junior/senior, majoring in xxx. State where you heard about the position (friend, newspaper ad, etc.).

PARAGRAPH 2: Why are you interested in this employer? If they are a very well know prestigious institution, don’t elaborate much – no need to state the obvious.

PARAGRAPH 3: Why should the employer hire you? Make this paragraph personal. Let them see who you are; don’t be afraid to be an individual. How do you stand out from your classmates, either in technical skills you have gained prior to or during school, or in your character. Always provide an example to support your statements. Don’t just say you’re good at problem solving; cite an example.

PARAGRAPH 4: Create an additional paragraph if #3 becomes too long (more than 4-5 sentences). If not, then use #4 as your closing paragraph.

CLOSING PARAGRAPH: State what you want to result from your letter. Say you are looking forward to meeting the person to discuss your qualifications further. Always close with a thank-you for his/her time, interest or consideration.

Sincerely,

(4 spaces for signature)
Your Name (typed)
Attachments: Resume, Reference page, or other documents requested by employer.