

\*Use the same header you have on your resume for consistency\*

Today's date

Name of Hiring Person  
Position Title  
Company Name  
Company Street Address  
City, State, Zip code

Dear \_\_\_\_\_:

**Address this to a "real" person when possible. You can typically find a contact person on the job posting. If none listed, you can address it to "Hiring Manager" or "Human Resource Manager".**

**Use Mr./Ms./Dr. rather than the employer's first name. Try to avoid "To Whom It May Concern". Use a colon since this is a business letter.**

**General formatting tips:**  
-Font size: 10-12pt, professional font (Examples: Times New Roman, Calibri, Ariel)  
-Margins: no smaller than 0.5 on each side  
-Single-spaced  
-Don't indent paragraphs

First paragraph:

- This paragraph is short and simply tells what position you are applying for and how you learned about it (website, recruiter, career fair, etc.).
- If you know someone in the company, or if someone referred you, be sure to mention it in your first paragraph to make the connection.
- Briefly tell who you are ("I am a student at Austin Peay", "my major is \_\_\_\_\_", I will graduate in \_\_\_\_\_ with a degree in \_\_\_\_\_").

Body Paragraph:

- Tell the employer why they should hire you!
- Describe your accomplishments, previous experience, and job-specific skills.
- Be selective. There is no need to restate everything from your resume.
- Tip: Look at the qualifications or job responsibilities in the job posting and relate your experiences to those.
- Focus on what you can do for the company instead of what the company can do for you.
- Refrain from starting every sentence with "I".

Body Paragraph 2 (Optional):

- This paragraph should be shorter than the previous body paragraph.
- Why are you passionate about this company specifically? Do you have a previous experience with them?
- Provide a personal example or story about why you connect to this company or their mission/vision.

Closing Paragraph:

- Refer to your resume or any other documents you included in the application.
- Request follow up from the employer.
- Invite the employer to contact you and include contact information (phone number and email).
- Close by thanking the employer for their time and consideration.

Sincerely,

**Use formal closing**

Your First and Last Name

**Leave space between closing and typed name to sign your name, or insert your digital signature. For a digital signature, you can use a script style font.**