Your <Firstname Lastname>
Your Address
City, **ST** Zip
Email/Phone

Month Day, Year (e.g., April 24, 2024)

Contact person's <Firstname Lastname> OR <Internship Coordinator> or <Hiring Manager> if no name found
Title of Contact Person
Name of organization
Street Address
City, ST Zip

Dear <Firstname Lastname> OR <Internship Coordinator OR Hiring Coordinator>: (<-USE a colon)

Paragraph 1 - *Introduction*
Introduce yourself (As a senior xxx major at Haverford College, I am exploring xxx (do not start with 'My name is…') Identify the internship or job posting and how you learned about it. Mention who referred you if this is the case. Talk specifically about *why* you are interested in this particular position and the particular organization (let your words reflect research on/knowledge of the organization and its mission).

Paragraph 2 – *Body (may be broken into two paragraphs if one is too dense)*
Make the case! Why are you a strong candidate? Link your **relevant** knowledge/academics/skills/experiences to the position you are applying for/organization you are applying to. It is imperative that you read the internship/job descriptions carefully for qualifications/responsibilities to weave keywords into this paragraph. You must demonstrate how you have what they are looking for. Be specific and concise. Mention how you can contribute to the work being done at the organization. Again, demonstrate in words your **relevance**.

Paragraph 3 - *Closing*
Refer to your attached resume (and any other requested documents/writing samples). Thank the receiver for their time and consideration in reviewing your application/request. Reiterate the best way to reach you.

Sincerely,

Insert electronic signature if possible

Firstname Lastname