Dear ________________:

**Purpose Paragraph**
- Name the position, field or general area about which you are applying.
- How you heard about the position (mention name if you have one)

**Information/Share a story Paragraph(s)**
- Match required qualifications from the ad or job description to your experience
- Document your claims with facts that show evidence of your skills - PROVE you can do the job.
  - "As the President of the UNI Accounting Club, I was able to successfully increase student participation by 40%.
- Align any company-related research with your experience
  - "Interning at the Humane Society enhanced my understanding of the non-profit industry."

**Call to Action/Closing Paragraph(s)**
- Reiterate your interest in the position
- Mention how to get in touch with you
- Sign the letter! It adds another level of personalization

Sincerely,

{insert image of your signature or physically sign the letter with blue or black ink}

Type your name

**Enclosure(s)** {this tells the reader that there is another document that goes with this letter, in this case, your resume}