

**Your Name**

City, State, Zip Code | Phone number | Email | LinkedIn

Date

Dear Hiring Manager,

**INTRODUCTION:** State the reason for writing. Name the specific position, or type of work for which you are applying. (Mention the resource used in finding out about the opening/company: MSU Denver Career Link, news media, friend, and faculty, if appropriate). Questions to consider: why do you want this job? How do you connect to their mission, vision, values?

**BODY:** Explain why you are interested in working for that employer, or in that field of work, and most importantly what your qualifications are (academic background, work experience, personal skills). Point out achievements that relate to the field and why you enjoy that work. Expand on your resume - think about examples you can write about projects, internships, work experience, etc. Focus on examples you're really proud of and want to write about. Remember to connect back to the job you are applying for.

**BODY:** This paragraph should use some of the company's verbiage. This is where you do some research about the company and who they are and what they represent. What is the company doing that you are excited to participate in? This can include, clients/students/audience, projects, type of work, mission/values, etc. This might include connecting specific classes to this job.

**CLOSING:** (3-5 sentences) Re-emphasize why you're excited and what you can add to the organization. Focus on the positives. Thank the reader for their time and consideration.

Sincerely,

Your name