

(First Name) (Last Name)

(City), (State Abbreviation) | (Phone Number) | (Email Address) | (LinkedIn URL)

(Month) (Day), (Year)

(Contact's Name if known)

(Contact's Title)

(Department)

(Organization Name)

(Street Address)

(City), (State) (Zip Code)

(Phone)

Dear Hiring Manager,

Why them? This first paragraph acts as a brief introduction and is meant to tell the employer why you have chosen to apply for the position in their company. After reading it, the employer should know the following information: how you found out about the position (especially if you found out about the position from someone within the company), the specific position you are applying for, a brief statement as to why you are qualified for the position (i.e., experience or pertinent skill), and why you want to work for their company (this will likely require a little bit of research). If you are still in school, you can also mention that you are a current student at Regent University, and if pertinent to the position, include your degree information and intended graduation date.

Why you? In the first paragraph, you briefly stated why you are qualified for the position. The second paragraph is where you get to expound on that statement. Be concise but use specific examples to demonstrate how you meet the requirements in the job description. Draw on relevant experience you have gained as an employee, intern, volunteer, student, extra-curricular activity, club participant, etc.

Conclusion In the third and final paragraph you should briefly reiterate your qualifications, thank the employer for their time and consideration, and mention looking forward to future correspondence.

Sincerely,

(First Name) (Last Name)

Commented [CS1]: First and last name should be in **bold** and 16 to 18-point font.

Commented [CS2]: Use an easy-to-read font such as Arial, Calibri, Aptos, or any sans serif font.

Commented [CS3]: Include the city and state that you currently reside, no need to include your full address.

Commented [CS4]: Ensure your current phone number is included and set up a professional voicemail greeting.

Commented [CS5]: Ensure your email address is simple and professional, ideally incorporating your first and last name (e.g., firstname.lastname@gmail.com).

Commented [CS6]: Add your personalized LinkedIn URL to the top of your resume to help employers easily find your profile.

- To personalize your URL:
- Log in to LinkedIn on your desktop.
- Go to your profile and click "Edit public profile and URL" on the right.
- Click the pencil icon next to your current URL under "Edit URL."
- Use a professional combination of your first and last name and click "Save."

Note: Ensure your LinkedIn profile is up to date before including the URL.

Commented [CS7]: Highlight your enthusiasm for the company by mentioning your passion for their mission, industry, or values. Show alignment with the company.

Commented [CS8]: Use this opportunity to showcase your skills, including industry-specific expertise, transferable skills from various roles, and relevant coursework. Tailor your description to align with the job description and the employer's needs.

Commented [CS9]: Ensure there are 3-4 lines of space between your closing statement and your name. This provides room for:

1. Including a digital signature if applicable.
2. Physically signing the document if you're submitting it in person.