

*Letter should be centered vertically on the page.*

Joe Jobseeker  
456 Main St.  
New Orleans, LA 70119  
504-555-5555  
Joe.Jobseeker@dcc.edu

----- (1 line space) -----

Today's Date

----- (2 line spaces) -----

Name

Title

Name of the Organization

Mailing Address of the Organization

City, State abbreviation and Zip code (*Place two spaces between the state abbr. & zip code.*)

----- (1 line space) -----

Dear Dr., Mr., Mrs., or Ms. Smith:

----- (1 line space) -----

First Paragraph (*Do not write "First Paragraph" and do not use bullets within this section of your letter.*)

- Specify what position you are applying for and how you heard about it.
- State your degree and institution and when you will receive/received it.
- Briefly state your basic reasons for applying for the position.

Second Paragraph

Highlight your qualifications for this position – keep in mind what the employer has stated s/he is looking for past work experiences, internships, academic path, and/or personality traits. Try to elaborate on at least one achievement that you believe makes you a strong applicant.

- More than likely, this will be your longest paragraph. Sell your skills, experience, and education!

Third Paragraph

- Refer the reader to your enclosed resume.
- If there is anything from your resume that you want to highlight, mention it here.
- Indicate specifically why you want to work for the organization. This requires you to do research!

Fourth Paragraph

- Express that you believe you are qualified for the position.
- Express your desire to meet to discuss your qualifications – ask for an interview!
- Give your phone number. If you need to, specify a good time to call.
- State that you will call within one week to ensure your application materials were received.

----- (1 line space) -----

Sincerely,

*Sign your name in this space* ----- (3 line spaces) -----

Your name typed out

----- (1 line space) -----

Enclosures (*Only needed if enclosing additional documents such as a resume.*)