

Your Name  
Your Street Address  
Your City, State Zip

Date

So-and-so's Name  
So-and-so's Position  
So-and-so's Company  
Company Address  
Company City, State Zip

Dear So-and-so,

Open with a creative introduction (to your best ability) about why this industry/ job/ company, see Creative Introductions Handout for ideas. I am applying to [name the specific position/program/ location/ company]. Then get into why you want this position/ this company. Talk about the events you've attended/ who you've met with/ how you became interested in the organization. I first became interested in your company when I spoke with so-and-so at the Boston College Fall Career Fair. I then had the opportunity to attend bla bla and learn about your company's blablabla. This particularly interests me because bla blabla. This paragraph is devoted to the specifics on why you want this particular company—be excited, this could be the reason you get the interview.

For the second paragraph, select one particular experience from your resume to focus on. Think about your proudest moment/ greatest accomplishment/ biggest 'gain' from this experience and talk about it. Perhaps this experience is what made you interested in a particular industry or challenged you in a new way or made you realize your passion for blablabla. Conclude by tying it into why this particular experience fits in with their organization.

For the third paragraph, do the same as above but with a different experience from your resume. This paragraph is optional. Keep in mind, this should not be a regurgitation of your resume. Keep it succinct and focused. This cannot go over a page. Other details—keep your margins at 1 inch around and have the font match your resume.

Conclude with reiterating your interest in the position and why you're a strong candidate. Thank them for their time and sign off—keep your conclusion short and sweet.

Sincerely,

Your Name