

[Name]

[Street Address] • [City, State Zip] • [Phone] • [email address]

[Date]

[Mr./Ms. FirstName LastName] \*Use "Hiring Manager" if you cannot identify the contact's name.

[Contact's title]

[Company Name]

[Street Address]

[Town, State Zip]

Re: List the position title here

Dear Mr. Smith (or Hiring Manager):

I am writing to express my interest in the [position title] position with [Company Name]. I learned of this opportunity last week through [Monster.com (example)].

I am currently a [senior] at Farmingdale State College, where I am studying [Computer Programming and Information Systems]. At this time, I am eager to obtain a [position title] position where I can begin to utilize my education and relevant skills that I have developed. \*If applying for an internship, replace the previous sentence with: [At this time, I am eager to obtain a (position title) internship position where I can build upon my knowledge and experience in the (name of field).] \*Next, say something about that company that you learned from your research. [I was very interested to learn that Marketing Ventures provides creative promotion solutions to a wide range of start-ups to Fortune 1,000 companies.]

\*Here, talk about some of your relevant skills/experience that make you an exciting candidate for this position. [Understanding how important creativity and a strong team work ethic are in your industry, my experience working on a creative and successful marketing plan for a start-up company in my Advertising Management class will serve to support the work of your department.] I feel that I will quickly become recognized as a valued member of the [department] team at [Company Name].

Thank you very much for taking the time to review my application materials. I hope to hear from you soon to schedule an interview, where I can provide you with more information regarding my qualifications for this position.

Sincerely,

[Name]