**First Name Last Name**

[iuemail@indiana.edu](mailto:iuemail@indiana.edu) │(XXX) XXX-XXXX

LinkedIn URL

Date

Dear Mr./Ms./Dr. First and Last Name:

**Opening Paragraph**: Use this section to immediately show mission alignment with the organization by stating why you believe the organization and position is important. Make it clear that you know who the organization is, what they do, and what they care about. If someone at the organization has referred you, this is the place to mention their name. Strong opening lines for this paragraph might take one of the following approaches:

* **Your excitement:** *When I attended SXSW for the first time last month, I didn’t want to leave; so I decided I shouldn’t, and immediately went to check out job openings at the company...*
* **A personal story:** *Having grown up with the Cincinnati Zoo (literally) in my backyard, I understand firsthand how you’ve earned your reputation as one of the most family-friendly venues in the state of Ohio. For 20 years I’ve been impressed as your customer; now I want to impress visitors the same way your team has done for me.*
* **Reference to positive news story/social media post:** *Recently, your organization has been highlighted in The Huffington Post and Forbes because of your partnership with [charity/community organization/government office/etc]. I was inspired by your organization’s work to [initiative], and began searching for opportunities to contribute. I excited to see your listing for [position title].*

**Body Paragraph(s)** This is the place to describe your most relevant previous roles, the skills you’ve learned and experiences you’ve gotten from them, and how you’ll apply them to this specific role you’re applying for. Your current or most recent position is usually the first example included. To find other relevant examples, review the job posting and highlight the two to three skills or experiences that seem most important to them. This should be done in 1-2 concise paragraphs following this format:

* **First line:** *During [state time period], I worked as [job title] for [company name].*
* **Your next sentences** should expand on the most relevant experiences from your resume and describe why they are so applicable to the job you are applying for: *In this role, I worked on several projects, including [project 1, project 2, project 3].*
* **In your last lines,** discuss how you will use what you learned from those experiences in this position: *As your [position title], I would apply this knowledge to ensure we [goal of position] that worked for [stakeholder impacted] while [meeting requirement – staying on budget, meeting deadlines, improving efficiency, etc.].*

**Closing Paragraph**: Your closing should remind the reader of your mission alignment and the impact you would make in the role, while also thanking them for their time and restating your contact information:

* *My background in [industry/mission area], combined with [passion for organization/position/audience serviced] make me uniquely qualified to tackle [specific responsibility].*
* *[Organization name]’s focus on [element of their service/mission] has made a huge impression on me. I would be thrilled to work at an organization where [part of their work that resonates with you].*
* *I look forward to learning more about [position] with your team. Thank you for your time and consideration of my application.*

Sincerely,

First and Last Name