

SUBJECT HEADER: YOUR _____ OPPORTUNITY (or something like that)

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[DATE]

[NAME OF CONTACT PERSON]

[TITLE]

[EMPLOYER]

[STREET ADDRESS]

[CITY, STATE, ZIP CODE]

Dear **[NAME OF CONTACT PERSON]:**

1ST Paragraph—Explain why you are writing (purpose for letter): e.g. would like to be considered for a position with/in *[EMPLOYER BY NAME]*. If responding to an ad, internet posting, or any other means of job applications not specified by a person, mention where you saw the job posted. If following up on the suggestion of contact from a person (like a professor or an employee), mention the person by name. Finally, indicate your educational status and major (i.e. “I am an undergraduate University of Iowa biomedical engineering major”), and then your *[GRADUATION YEAR]* or *[YEAR IN PROGRAM]*.

2ND Paragraph—Highlight one or two key qualifications from your resume that would potentially be of greatest interest to the employer. Explain why you are particularly interested in this position, the employer, or the type of work. If you have had related experience or specialized training related to the position, be sure to include it in your qualifications. If your G.P.A. is above 3.0 (or a specified G.P.A.), mention it.

3RD Paragraph—Indicate that your resume is attached. Close by asking for an opportunity to set up an interview. If willing to call the employer, mention phoning within a specified amount of time. Finish by thanking the employer for their time and attention.

Sincerely,

[SIGNATURE, if printed or handwritten letter]

[YOUR NAME]