

Your Street Address  
City, State Zip Code  
Telephone Number  
E-mail Address

Month, Day, Year

Mr./Ms./Dr. FirstName LastName  
Title  
Name of Organization  
Street or P. O. Box Address  
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. (Focus on what you can do for the employer, not what the employer can do for you.) This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up, such as telephone the employer within two weeks. If you will be in the employer's location and could offer to schedule a visit, indicate when. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature [on hard copy])

Your name typed

(In case of e-mail, your full contact info appears below your printed name [instead of at the top, as for hard copy], and of course there is no handwritten signature)

456 College Hall  
Normal, IL 67890

February 16, 20XX

Ms. Jane Doe  
Partner-In-Charge  
Big Public Accounting, Inc.  
123 N. Michigan Ave.  
Chicago, IL 12345

Ms. Doe:

I was referred to you by Mr. Dave Zbecki, a Partner with your New York office, who informed me that the Chicago office of Big Public Accounting is actively seeking to hire quality individuals for your Auditor Development Program.

I have more than two years of accounting experience, including interning as an Auditor last year with the New York City office of Ernst & Young. I will be receiving my BBA this May from Illinois State University, graduating Magna Cum Laude. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to Big Public Accounting. Having interned with a leading firm in the public accounting field, I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Auditor upon completion of your Development Program.

I will be in the Chicago area the week of March 16. Please call me at 217-222-3456 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. If I have not heard from you by March 9, I will contact your office to inquire as to a potential meeting date and time. I look forward to meeting you then.

Sincerely,

*Tracy Q. Graduate*

Tracy Q. Graduate