Today's Date

Name of person to whom you're writing
Person's job title
Organization name
Address
City, State Zip code

Dear Mr./Ms./Dr. (Last Name):
(if you don't have a contact name, you may address the letter “Dear Hiring Manager”
or “Dear Human Resources”)

First paragraph. Use this paragraph to attract the employer's attention and to stimulate interest in your candidacy. Indicate your reason for writing the letter. When applying for a specific position, as opposed to simply writing a letter of inquiry, indicate how you learned about the opening. This also may be a good place to mention something that impressed you about the organization, based on your research.

Second paragraph. Use this paragraph to relate your skills, knowledge, passions, and other background information to the needs of the prospective employer. You may wish to refer the reader to a specific part of your résumé. It is also a good idea to state why you're interested in this particular employer and/or position — just be sure to state this in terms of the employer's interests, not simply your own. Focus on how you can be an asset to the employer. Use specific examples to support your points — avoid recreating a list from your résumé. Instead, show the employer a concrete/anecdotal example of how your experience meets their needs.

Third paragraph. Express your interest in participating in an interview and provide a phone number where you can be reached. You may offer to take additional steps to complete your application. End with a positive statement; for example, indicating you look forward to hearing from the prospective employer. If you are writing a letter of inquiry, i.e., if you’re initiating contact rather than responding to a posting, indicate you will follow up with the employer by a certain date (typically one to two weeks after the date of your letter) and provide a way to be reached should the employer wish to contact you before that time.

Sincerely,

Handwritten Signature (or electronic)

Your Name
May 22, 2013

Ms. Rachel Fearnley  
Human Resources  
Perrigo Company  
515 Eastern Avenue  
Allegan, Michigan 49010  

Dear Ms. Fearnley:

I am writing you in response to the talent acquisition internship that you have posted in Grand Valley’s LakerJobs database. I was quite excited to see this posting because of the reputation that Perrigo has established here at Grand Valley State University. I have always been interested in the pharmaceutical industry and Perrigo is definitely a global leader in the market. As a new human resources professional, it would be a wonderful opportunity and quite an honor to start my career with Perrigo.

In addition to my résumé, please read below how I believe that my skills and experiences meet and exceed your expectations:

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<tr>
<th><strong>Your Requirements:</strong></th>
<th><strong>My Qualifications:</strong></th>
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<tbody>
<tr>
<td>• Human resources or similar major</td>
<td>• Pursuing a master’s degree concentrating on human resource management</td>
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<td>• Excellent communication skills</td>
<td>• Strong writing, communication, and presentation skills developed through teaching experience</td>
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<td>• Understanding and familiarity with social media</td>
<td>• Member of the social media team for the Pan-Hellenic Council at GVSU; communicated to members and marketed events through Facebook, Twitter, and LinkedIn</td>
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I am available and willing to work part-time during the academic year and full-time during the summer, as the internship description requests. I can best be reached at (616) 331-6708 (my work number) during business hours.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Sincerely,

Damon Jobhunter