Your Name
Street Address
City, State Zip Code
Phone Number

Professional Email

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

RE: (State the Position)

Dear Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**First Paragraph:** State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening. And why you would be an ideal candidate.

**EX:** I’m applying for the Child Development Internship position which was advertised through Mt. San Jacinto College’s Career and Technical Education program. I bring an excellent combination of skills and experience to the position and would make a great candidate.

**Second Paragraph:** Explain why you're interested in working for this employer and specify how you're PERFECT for this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

**EX:** As a recent graduate of Mt. San Jacinto College with my Associates of Science in Child Development and Education, I bring a firm knowledge and understanding of the basic principles of the developmental stages of childhood and the proper ways to educate children in today’s diverse society. With excellent communication, organizational, and leadership skills, I am well suited for the Child Development Intern position. A summary of my accomplishments are:

* Supervised a daycare with 20+ children.
* Developed age appropriate curriculum for children with disabilities.
* Created safe play environment for 25+ children.

**Third Paragraph:** Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you'll be in the area on a certain date and would like to set up a meeting, or you'll call on a certain date to set up a meeting. Finally, thank the employer for his/her time.

**EX:** I would like to thank you in advance for considering me for the position of Child Development Intern at (list company). I look forward to meeting with you in the near future to discuss my qualifications as they relate to the position. Should you have any questions I can be reached at (951) XXX-XXXX or firstname.lastname@student.msjc.edu. I will follow up in a week to verify you have received my application.

Sincerely,

(*Your Signature in blue or black ink*)
Your typed name