**Name**

Address, City, State, Zip Code

Phone Number | E-mail Address

Today’s Date

Name of Contact

Contact’s Title

Name of Organization

Address of Organization

City, State, Zip Code

Dear Mr. / Ms. / Dr. (*last name of contact*):

I was so excited to see your advertisement for (*title of position*) on the Career Services website. This is exactly the type of career opportunity I have been looking for, and I am confident I have the skills you are seeking.

I will be graduating this December from Winona State University with a Bachelor of (*Arts or Science*) degree in (*your major*). In addition to my core studies, I have studied in a variety of areas, including (*list areas of study*) (*Or transition into your work experience as in the example below*).

In addition to my coursework I have gained experiences and transferable skills through a variety of positions. I acquired most of my experience through my position as (*fill in*). In this position, I (*list responsibilities*). My experiences have provided me with excellent skills which I could apply to the position of (*position title*).

I would appreciate the opportunity to meet with you to further discuss my skills and qualifications. I will call your office the week of (*date*) to see if we could arrange a time to meet. In the interim, please contact me if I can provide you with any additional information.

I have enclosed my resume’ for your review.

Sincerely,

Your Signature

Type Your Name

Enclosure