

YourFirstName YourLastName

123 Main Street • St. Cloud, MN 56301 • 320-123-4567 • myemail@email.com • Mywebsite.com
[Insert Date]

[Recipient]

[Title]

[Company]

[Address 1]

[Address 2]

[Address 3]

Dear [Recipient,] [Example: Mr. Smith, Ms. Smith, Professor Smith, Rev. Smith. Use caution with Mrs. or Miss unless you know without a doubt the correct courtesy title, if unknown use Ms. - This is a formal communication. Don't Guess!]

Please consider this letter as part of my application package for the Website Design/Creative Design Intern at the XYX Company for summer 2017. **[UPDATE THIS Paragraph with your own words! This paragraph is about why you are writing this letter, be to the point. – Remove all the notes in red, update all items for your application. Make sure you have the names, address and company/organization spellings correct. CAUTION: Get a specific person's name, never use: To whom it may concern or Dear Sir/Madam! Call, email or look at the job application for details or company website. If you get the name wrong or spell the name wrong, your application will likely be dead.]**

It is my pleasure to provide brief descriptions of my qualifications for this position and how the XZY Company will further benefit from my talents and skills. I've read through the job requirements and descriptions and I believe that my skills and work habits are an ideal match for this position. I am seeking employment at the XZY Company because it not only demands exemplary professionalism, but also will provide me with the opportunity to grow. **[UPDATE THIS Paragraph with your own words! Brief overview about your fit for the company. Detailed list in next paragraph.]**

[UPDATE THIS Paragraph with your own words! This paragraph has precise examples about your work and experience, be very specific.]

I believe my proliferating communication, organizational and leadership skills all serve as a testimony for my qualification as the ideal candidate. Some of the strengths I can provide are as follows: **[UPDATE THIS Paragraph with your own words! List 3 or no more than 4 items to prove you are the right candidate.]**

* **Communication:** I've been acknowledged as an individual of integrity who can relate and communicate effectively with anyone. During my sophomore year I worked at the University Television Station. At the television station I worked with the cameras, graphics, and the audio. During my sophomore year, I also participated in a research colloquium where I presented on how American Indians are portrayed in the media.

* **Multitasking:** When I worked as a server I learned how to multitask and prioritize customers' needs. I used my time efficiently so I could take care of their needs in a timely manner.

* **Fast Learner:** I often assisted fellow students learning video and web design in my Introduction to Multimedia course in the Apple computer laboratory. I also took 25 college credits at the University of Minnesota- Twin Cities, as a senior in high school.

* **Eye for Detail:** I am minoring in graphic design and have background knowledge in several Adobe Creative Cloud applications.

[UPDATE THIS Paragraph with your own words! Final paragraph - closing sentence and thank you.]

The accompanying resume will better acquaint you with the specifics of my background and skills. I look forward to meeting you and discussing my qualifications in more detail. Thank you for your time and consideration.

Sincerely,

[SIGN YOUR NAME (NOT TYPING) with ink only or sign it electronically using Adobe Acrobat or other.]

[Your Name]

[Your Title]