

NAME
1234 Main Street
Charlotte, NC 282XX
704-555-5555
professionalemail@email.com

Date

Mr. John Doe
Manager
XYZ Company
1234 Main Street
Charlotte, NC 282XX

Dear Mr. Doe:

I. Objective

- Why the resume is on the person's desk:
 1. Answering an Advertisement (*paper, Internet, etc.*)
 2. Cold Calling/Targeting (*unsolicited*)
 3. Networking (*through a friend/colleague*)

II. Professional Skills

- Do not repeat your resume
- Highlight your skills and experience for the position in which you are applying. (*Listing buzzwords, industry terms, job-specific skills*)
- Highlight education and related experience
- Internships – tell them why you want this internship and what you hope to learn.

III. Personal Characteristics/Personality Traits

- Tell them who you are and how it relates to the position for which you are applying.
- Highlight your best characteristics (e.g. communication, organizational, interpersonal skills; motivated, hard-working, detailed, etc.)

IV. Additional Information ****

- You may not need this paragraph, but here is where you put any additional information that can help you win the interview.
 1. Willingness to take on training, travel or relocate
 2. Salary information/requirements (be careful!)
 3. Start date
 4. Transition – Why you are leaving last job for the next one.

V. Close

- Thank you for your time and consideration
- Ask for the interview....

Sincerely:

Signature

Name