Your Name

Email address | Phone Number

LinkedIn profile URL  
Location

Date

Hiring Manager’s or Recruiter’s Name  
Hiring Manager’s or Recruiter’s Title  
Company or Organization Name  
Address  
City, State and Zip Code

Dear Hiring Manager *or* Hiring Committee *or* Name of Hiring Manager:

**First Paragraph**

State the reason for the letter, name the specific position or type of work of interest, and indicate from which resource (Career Center, Handshake, company website, friend) you’ve learned of the opportunity. Briefly introduce yourself to the hiring manager/recruiter. Provide a general overview of what inspired you to apply or summarize how your current or recent position(s)/experience(s) makes you the right choice for the role.

**Why should they hire you:** Describe your knowledge/skills to support why you are qualified for this opportunity. If you are a recent or soon to be graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work/volunteer experiences, illustrate your specific achievements or unique qualifications. You can also cite personal characteristics from your on/off campus activities with ways you could use them on the job. Feel free to refer the reader to the enclosed/attached resume. When applicable, consider discussing the following: leadership experience, a specific improvement or goal met, technical skills or abilities, and/or one or two key strengths.

**Why do you want to work for the company:** Your middle paragraph(s) should go into detail about your experience to highlight the reasons you match the job description. Indicate, more specifically, why you are interested in the position, the company, and its products or services and what compelled you to apply.

**Final Paragraph**

Thank the hiring manager/recruiter for their time and consideration of your application and use the closing as an opportunity to sum up why they should hire you. You could also express your interest in the next steps of the hiring process with a statement that will indicate your interest in pursuing this opportunity further or with a question that will encourage a response. Include your contact information.

Sincerely,

Your Typed Full Name

John Smith

jsmith@loyola.edu | XXX-XXX-XXXX

[www.linkedin.com/in/johnsmith](http://www.linkedin.com/in/johnsmith)

Baltimore, MD

Date

Jane Doe

Talent Acquisition Manager

Local Parks Inc.

Address

City, State and Zip Code

Dear Jane Doe,

I am writing to express my strong interest in the Parks & Recreation Coordinator position with Local Parks Inc. recently posted on Handshake. The opportunity to build relationships with community members while representing an organization that is so well known for supporting youth recreation is very exciting. Local Parks Inc. is changing lives daily, and I am confident that my industry experience and people skills make me an excellent candidate to join the team.

My experience in the recreation industry has prepared me well for the specific requirements of the Parks & Recreation Coordinator role, including an in-depth knowledge of standard recreation divisions such as aquatics, special events, and facilities. I am experienced not only with the safety rules and regulations, but also implementing them as part of a large team, for example, when I organized successful safety trainings in my summer camp counselor role. My skill with detail and time management, strengthened when organizing events and scheduling speakers for Loyola’s Campus Activities Board, would enable me to successfully manage the scheduling and tracking aspects of this role. Lastly, my time as a restaurant server honed my customer service skills, essential to the outreach and relationship-building aspect of this role.

Local Parks Inc.’s work of engaging communities, especially through the recent Landover Community Park Improvement Project, to improve youth physical, mental, and emotional development aligns with my personal values and career aspirations. This specific role is so exciting because it would allow me to directly impact the local community using my detail-oriented skills and relevant safety and recreation experience. I am eager to launch my career in the recreation industry, and Local Parks Inc. is an ideal place for me to do so.

Working for Local Parks Inc. as an Assistant Parks & Recreation Director will provide me with the opportunity to engage in the skills needed to serve as an effective and successful communicator. I would appreciate the opportunity for a meeting to discuss in greater detail how I can benefit Local Parks Inc. I can be reached at xxx-xxx-xxxx or jsmith@loyola.edu. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

John Smith