

Your name  
Address  
City, State Zip

Date

Contact Name  
Company Name  
Address  
City, State Zip

**RE: Position Title (position number if available):**

**Opening Paragraph:**

I would like to submit my qualifications in consideration for the position \_\_\_\_\_ with \_\_\_\_\_, which was posted in/on \_\_\_\_\_. I have graduated from The University of Texas at Tyler, Tyler, Texas with a degree in \_\_\_\_\_. I am interested in this position because \_\_\_\_\_.

**Main Paragraph:**

List experiences, qualifications and interests as they relate to the position. Ask yourself, "What three skills from the job description align with my skills?" This paragraph is about who you are as a worker and what you have to offer. What are some experiences you have? How have you been involved in your community or volunteer and leadership activities? Are there any special experiences that make you unique or stand out? If so, incorporate them into the letter.

**Closing Paragraph:**

Thank you for reviewing my application materials and online portfolio. Please contact me to discuss my qualifications in more detail. My contact information and professional online profile are listed below.

Respectfully,

Name  
(555) 555-5555  
[email@patriots.uttyler.edu](mailto:email@patriots.uttyler.edu)  
[www.linkedin.com/pub/yourname](http://www.linkedin.com/pub/yourname)