Your Name

Use same contact section as your resume. This sample uses a resume heading for the return address. Write the date you are applying. Include hiring manager name, their title, and company address in business letter format. If you don’t know hiring manager (exampled here), just include name of company and address.

City, State Zip Code **⋅** Phone **⋅** Email

January 27, 2023

The Gerard R. Roche Center for Career Development

The **intro paragraph** states the position you are applying for. You also state why you are interested in that specific organization & position.

The University of Scranton

Write hiring manager’s name without titles. If you don’t know the hiring manger, write “Dear Hiring Manager,”.

800 Linden Street

Scranton, PA 18510

Dear Hiring Manager,

Please accept this letter and attached resume as an expression of my interest in applying for the Career Development Counseling Intern position at The Gerard R. Roche Center for Career Development. I learned about the internship via Handshake. As a senior at The University of Scranton, I know The Center for Career Development is dedicated to actualizing the career aspirations of students and alumni. I have visited The Center for Career Development on two occasions to discuss major choices, and the care and attention I received was extraordinarily helpful while choosing a major I thoroughly enjoy. I would love to learn and grow from your organization while also pursuing my interest in working in a higher education counseling setting.

I am a current student pursuing my Bachelor of Science in Counseling and Human Services. During the Spring semester of my junior year, I held an internship at Scranton Counseling Center. This position solidified my passion for the counseling field by allowing me to learn about the important role counseling plays in assisting people to discover what they desire in their lives, including in future careers. Additionally, I found my niche working with young adult and adolescent populations, which excites me about your internship and working in higher education. I have a strong skill set that will enable me to be successful in this position:

* Communication: Throughout my experience as an intern at Scranton Counseling Center, I worked with students and interacted with fellow employees from different levels of the company. I learned the value of teamwork through collaboration with my superiors and team members. I also gained a deeper understanding of empathy and active listening skills and how to use them in sessions with students.
* Writing: Throughout college, I took multiple classes that focused on developing my writing skills. I became a strong writer and editor through these classes. My previous internship required me to use these writing skills, especially when communicating with students about their mental health.
* Rapport: Working with students who are close in age to me has been helpful in building rapport. I can connect with the students not only through the empathy and communication skills I have learned in my classes and from my colleagues, but also because of my ability to identify with them through being in a similar life stage.

My education and experiences will enable me to be a strong asset to The Center for Career Development. If you feel that my qualifications meet your approval, I will make myself available for an interview at your convenience. I may be reached by phone at (555) 555-5555 and by email at studentname@gmail.com. Thank you for your time and consideration, and I look forward to speaking with you soon.

The **body** of the letter states why you are best qualified for the position. Make direct connections to the job description of which you are applying for. What can you bring to the organization? You may use bullet points to organize your skills, providing detail and examples to them. Use between 2-3, as you don’t want to overload your letter. Also focus on how you might have benefited previous organizations you worked at.

The **last paragraph** simply thanks the reader for their consideration and provides your contact information (email/phone) so the representative can follow‐up with you.

Sincerely,

(hand-written signature)

Your Name (typed)