

Your Street  
Your City, State, Zip Code  
DATE

Mr./Ms. First and Last Name  
Employer Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

I am eager to join your team at (Employer Name) in the role of (job title) which is posted on the Fort Lewis College Handshake database. As an Educational Studies major with a passion for diverse cultures and a background working with youth, I look forward to using my education and experience to guide your student population.

My first experience abroad was during high school. I studied in Latin America with a program similar to yours. This experience, in addition to family travel in Madrid, has made me aware of the importance of cross-cultural learning and global understanding. In addition, my role as a tutor and camp counselor has trained me to work with young people of all ages.

Your job description emphasizes the importance of collaboration, teamwork, and communication. These are qualities and skills that I have developed as a varsity tennis athlete, an ESL teacher in the local community, and a Student Assistant in the Educational Studies department at Fort Lewis College. Each role involves widely varying populations and tasks that I manage and enjoy. Each one demands an ability to work effectively, both independently and as part of a team. I am confident I can meet the demands of your position.

Thank you for considering me for your team. I welcome your call or email at 000-000-0000 or email address.

Sincerely,

Your Name

Your Street  
Your City, State, Zip Code  
DATE

Mr./Ms. First and Last Name  
Employer Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

As a senior at Fort Lewis College earning a BS in Engineering, I am writing to apply for the position of (job title) at your (geographic) location. The areas of renewable energy engineering and efficiency interest me, and I believe my engineering background will provide a helpful perspective on the energy challenges you're facing. I admire (company name's) commitment to track emissions and increase efficiency at all stages of production, and I am eager to be a part of the team that continues to drive these emissions lower.

At Fort Lewis College, I have maintained a 3.89/4.0 GPA in both traditional and project-based classes. One project was a research study involving room temperature plasma deposition for the creation of low-cost solar cells. It was this research that led to my interest in energy sustainability from an electrical engineering perspective. Through my other coursework and projects, I have developed strong engineering and mathematical skills, including the use of powerful tools such as MATLAB. I have worked on several team projects that have developed my group-oriented skills, and I am well prepared to collaborate with interdisciplinary engineering teams.

Thank you for your considering me for your (job title) position. I am reachable at (email address) and (phone).

Sincerely,

Your Name

Your Street  
Your City, State, Zip Code  
DATE

Mr./Ms. First and Last Name  
Employer Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

While studying economics and mathematics at Fort Lewis College, I have developed an interest in financial services. Learning more about the industry from Fort Lewis College alumni who work at (Employer Name) has encouraged me to pursue your analyst position posted on Handshake. Based on my academic record, leadership experience, and work ethic, I offer you both the skills and attitude that would suit your position.

I am confident the knowledge I have acquired throughout my studies at Fort Lewis College will prove beneficial at (Employer Name). I have thoroughly enjoyed and succeeded in my Statistics and Econometric Analysis classes. These courses have provided me with an understanding of statistical programs, such as STATA and Excel, and an even greater interest in financial services. The quantitative focus of my economics major requires acute attention to detail and has sharpened my analytical skills.

Beyond the classroom, I have taken an active role in campus activities as a tour guide and orientation advisor for the past three years. These leadership roles have allowed me to interact with a diverse group of people. As a tour guide, I am continually building relationships with prospective students and their parents in order to demonstrate the value of their potential investment in a Fort Lewis College education. In addition, I have held increasingly responsible positions at the YMCA Camp over the past five summers, requiring me to learn a new job each year. This environment of adapting to change, while continually taking on new responsibilities, is one in which I thrive.

Based on my knowledge of and interest in the financial services industry, ability to manage a wide array of tasks, and strong work ethic, I believe I can support you in the (Job Title) position at your firm. I look forward to an opportunity to meet with you. In the meantime, thank you for your consideration.

Sincerely,

Your Name

Your Name  
Street Address  
City, State, Zip Code

DATE

Mr./Ms. First and Last Name  
Employer Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

As a Fort Lewis College senior who has developed leadership and organizational skills while balancing academics and employment throughout my college career, I am applying for your paralegal position at (Law Firm). While engaged in diverse experiences including internships, community service, and campus employment, I have maintained a 3.5 GPA and demonstrated my ability to work effectively in teams of all kinds.

In researching your firm and the role of paralegals, I have identified the skills and qualities that would contribute to success in supporting your attorneys. In particular, I note the importance of researching, organizing, note-taking, and proofreading. I have mastered these skills to succeed in my classes as well as in my internships.

In my campus job, I have had the opportunity to develop and improve my leadership skills. As Student Manager of Fort Lewis College Catering Services, I direct a team of student caterers who set up and serve meals at a wide range of events. Though quite different than the law, food service is also a demanding industry where success depends on teamwork. I know this personally from my involvement for most of my life with my family's restaurant business. Interacting with customers requires professional communication which I learned at a young age.

In terms of the content that I would work with as a paralegal, I believe that I would be well prepared because of my extensive coursework in political science and economics, which has enabled me to develop strong research, writing, critical thinking and analytical skills.

I am enthusiastic about pursuing a career in law and hope that you will consider my candidacy for your position. You may reach me at (email address) or 000-000-0000. Thank you.

Sincerely,

Your Name

Your Name  
Your Street Address  
City, State, Zip Code

DATE

Employer Name  
Street Address City,  
State, Zip Code

Dear Hiring Team:

I am eager to use my training as a Fort Lewis College Psychology major to facilitate teamwork and communication among patients, families, and the medical care team at (employer Name). Through my health care internships, hospital volunteer service, and academic coursework, I have acquired skills that prepare me to contribute to your mission as a (job Title).

Based on my understanding of this position and your organization, the following aspects of my background are most relevant:

- Commitment to health care exemplified by my volunteer work at Mercy Regional Medical
- Strong communication skills learned through a curriculum focusing on psychotherapy
- Teamwork and collaboration skills demonstrated by volunteer work at the San Juan Basin Health Department in order to earn practicum hours

As you seek a candidate who can quickly adapt and contribute to your compassionate treatment teams, I hope you will consider my credentials. You may contact me at 000-000-0000 or (email address). Thank you for your consideration.

Sincerely,

Your Name

***Please Note:*** A bulleted format can create a highly “skimmable” document for busy resume readers. The framework allows you to highlight the ways in which you meet the specific requirements of the position. Do not copy bulleted information from your resume; you must create original text that synthesizes your major points. This involves a series of sentence fragments without the use of the pronoun, “I.”

Street Address  
City, State, Zip Code  
DATE

First and Last Name  
Title/Position  
Employer Name  
Street Address  
City, State, Zip Code

Dear Mr./Ms. Last Name,

I am following up on our email conversation about an Arts Administration Internship next spring at the (Nonprofit Arts-Related Law Firm). Thank you for your help in learning more about this opportunity. As a Fort Lewis College senior, a dancer, and an aspiring lawyer, I am strongly aligned with the mission of your organization, and I am eager to work with you.

I have developed the organizational and interpersonal skills that your internship requires, along with a foundation of legal knowledge which I acquired as an intern last summer. Working as a legal research intern at Colorado Attorneys for the Arts In Denver, I managed a variety of tasks from writing legal memoranda to reviewing documents. This experience offered valuable training and confirmed my passion for the law, an enthusiasm that I am eager to bring to your organization.

I believe my administrative experience will also be an asset to the (Nonprofit Arts-Related Law Firm). As a student ambassador for the Fort Lewis College Career Center, I have assisted with many event-planning projects, which have encouraged my independence and initiative. In addition, this position has proven my ability to multi-task and to interact in a professional setting with students, parents, faculty, and employers.

It would be an honor to contribute to your mission. Thank you for reviewing my background. You may contact me at (email address) or 000-000-0000.

Sincerely,

Your Name

Your Name  
Your Street Address  
City, State Zip Code

Employer Name  
Street Address  
City, State Zip Code

DATE

Dear Mr./Ms. Last Name,

I am writing about the Editorial Internship posted on your website. My studies and work experiences have developed an appreciation for language and the nuances of writing. At Fort Lewis College, I pursue a double major in English and Writing and spent a year studying in Paris. While abroad, I depended on travel publications to navigate my new terrain, and I am interested in helping to guide your readers as an intern for (Travel Magazine).

My non-fiction writing class has allowed me more creative freedom than previous literature courses. Experimenting with different forms of writing such as travel articles and film reviews, I have learned how to write according to audience needs and am enthusiastic to further develop this skill.

In a different experience, my part-time position at our campus library has taught me to look past the tedious process of shelving books and to recognize the value of organizational skills. This understanding of attention to detail and precision has helped me with my schoolwork, and would help in my internship at (Travel Magazine).

Thank you for considering me for your internship. If you have any questions, you may contact me at 000-000-0000 or by email at (email address). I look forward to hearing from you.

Sincerely,

Your Name

Your Street Address  
City, State Zip Code  
DATE

Mr./Ms. First and Last Name  
Department  
Employer Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

I am applying for a summer internship at (Global Security Company). As a graduate student in engineering and a reader of *Popular Science* since childhood, I have always seen (Employer Name) associated with aircraft, defense, and other technological advancements. I had the opportunity to speak with a fellow Fort Lewis College student who was an intern last summer at (Employer Name). She described a rewarding experience working in (specific department) and enjoyed the hands-on opportunities that were available to her.

Last summer I worked for a small research company, and I am currently working on a research project for the Fort Lewis College Engineering Department. Based on these experiences and interests, I hope to join you as an intern next summer and contribute the skills I have developed through my courses and internships. With this hands-on experience, I am ready to move to a large corporate structure and look forward to the learning opportunities offered at (Global Security Company).

I am eager to discuss the possibility of an internship with you. If you have any questions or require any additional information, please contact me at 000-000-0000 or (email address). Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Your Name

Your Street Address  
City, State Zip Code  
DATE

Mr./Ms. First and Last Name  
Title/Position  
Employer Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name,

As a graduate student in clinical psychology at Fort Lewis College, I am writing to apply for the Behavioral Therapist position, an opportunity I learned about on the (Research Institute) website. My interest in working with (Research Institute) began last spring when I met a representative at the Fort Lewis College Career Fair. Since then, I have learned more about your services to children and I am eager to offer you the benefit of my experiences teaching and working with children and young adults.

Through my studies as a Clinical Psychology major, I have had the opportunity to study child development and psychology in a structured environment and to complement my theoretical knowledge with hands-on training at the Timberline Academy in Durango. In addition, my work tutoring and mentoring students involved communication with parents and other providers.

I hope to discuss your position and to learn more about the (Research Institute). I will call you in the next few days to follow up. In the meantime, I can be reached at 000-000-0000 or (email address). Thank you for your consideration.

Sincerely,

Your Name