

Russ A. May

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Date: Input the date in which you are submitting the application.

Recipient's Address:

Ms. Smith (if you do not know this person's name, you can find it online at company website or LinkedIn, or contact the company)

Position Title

Company Name

Company Address

City, State, Zip

Greetings/Opening Salutation: (There are three options and #1 is preferred because it's personalized)

Dear #1. Ms. Smith (Preferred) OR #2. Dear Hiring Manager OR #3. Dear Search Committee,

This is the **introduction paragraph**. You will acknowledge the position you are seeking and the specific company's name. Be sure to include your professional goals and relevant personal interests based on the job description. Explain your reason/objective for applying.

The second paragraph is about why **you are perfect** for this position. In 5-6 sentences, identify 2-3 things that the company is looking for and connect them to you – your experience, your skills, your interests. Review the job description and note what the company wants and explain why you would be a positive addition to their company.

The third paragraph is what we call the **“kiss up”** paragraph, and it will be 5-6 sentences long. To write this paragraph well, you must **research the employer**: what is the company's mission? Values? Company culture? In this paragraph, tell the company what you like about them and why you want to work for them over other companies and organizations.

The fourth paragraph is the **closing paragraph**, and it will be about 3-4 sentences long. Thank the company for its time, mention you hope to hear back from the company and you look forward to possibly meeting them in an interview and/or discussing how you might contribute to the company's success.

Sincerely,

Russ A. May