Your Name

Address, City, ST ZIP Code

Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name,

Paragraph 1: Introduce yourself and specifically identify what job you are applying for. Why did you apply? How did you learn about the position? If you were referred to the position through BioPath or a specific person told you about the position, this is the right place to drop that name.

Paragraph 2: How do your qualifications meet the requirements of the position? This is not the place to list your skills without context, but rather to show that you have read the job description and see how you will be a good fit for the organization. If you are interested in gaining experience or deepening your understanding of a specific technique, this is a great place to include that.

Paragraph 3: Why would you be a good addition to the team for THAT company? This can be a tricky paragraph and sometimes can be skipped altogether. If you have already spoken with a representative of the organization and have a sense of how you will fit in with their team and culture, this is a great place to bring that up. Other larger companies may discuss their corporate culture – maybe a commitment to working with their local community through volunteering or a desire for their employees to continue to pursue training and professional development opportunities. Don’t force this paragraph and resist the urge to go into how you are excited to change the world by being a part of XYZ company.

Paragraph 4: Close the letter and be positive. Direct the committee to your resume. Let them know you how hope to speak to them further. Thank them and welcome questions.

Sincerely,

Your Full Name