

Date

Company name

Attention \_\_\_\_\_

Address

Dear \_\_\_\_\_,

I read about company name in the magazine *Important Jobs of the Southwest*. From there on, I did a lot of research on your company to see if it would be a good fit for me and to see if I could be a valuable asset to your company. I would like to ask if you could please consider me for a job in your finance department. I have a bachelor's degree in accounting and plan to be moving back to the Southwest very soon, and do believe I would be a great part of your team.

I pay close attention to detail and I am a self-starter. I completed my internship with company name and, for them, gained so much info on my future career. Included is my resume, which includes my other skills and qualifications. I would appreciate the opportunity to meet with you to provide you with further information on what I believe I can bring to your company.

Thank you for your time. I look forward to speaking with you. I will call you on date to discuss my resume and answer any questions you have.

Sincerely,

Your Name

Your city, state and zip code

Your Phone Number

Your Email Address

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**In this letter, it is important to include:**

- ✓ Research of the business, to show you have done your homework and know what the company is all about.
- ✓ Make sure you have an actual name to send it to. Again, it will let them know that you have researched the company. You will also have someone to check in with to make sure they received your letter.
- ✓ The first paragraph should tell who you are and why you are interested.
- ✓ In following paragraphs, it should state your qualifications. It should show your professional strengths and accomplishments.
- ✓ In the last paragraph, let the person know you will be following up with them and when. Make sure they have your info so they can contact you.
- ✓ Make letter short and to the point, but it should still be in business format.