

This is just a sample—please tailor to reflect your own background and skills.

Name
Address
Phone Email

Month xx, 2013

Name [or Department]
Title [even if you don't have a name]
Address
City, State Zip
Email

Dear Mr./Ms. Last Name: *or* To whom it may concern:

I am writing to express my interest in the [name of role] position which I saw posted on your website. As a graduate with a degree in [field], I am eager to use my education and previous experience to contribute to the work of [name of company].

In my previous position at [company], I was the leader of a five-person team for a long-term project which ultimately resulted in 15% sales growth for the company. This position not only built upon my leadership skills, but also demonstrated my ability to effectively communicate, problem-solve, and deliver a measurable benefit.

Throughout my years studying [field], I broadened my knowledge base and solidified skills in brand management, sales, and marketing. My education along with my previous experience gives me a strong background upon which I can build further skills while at the same time contributing in a substantive way to [company].

I currently hold a J-1 IWT (Irish Work and Travel) visa which allows me to work in the US for up to twelve months. It is my hope to gain valuable experience in my field of study while bringing my skill set and international perspective to a position at your company.

Thank you for your consideration.

Sincerely,

Your Name