Your Address 1

One inch margins minimum

12 point font minimum!

Your Address 2

Two spaces here

September 20, 2021

Two spaces here

Their Name

Two spaces here

Company Name

Company Address 1

Company Address 2

Address your letter to a specific person. Or Dear Sir or Madam,

Dear Mr./Ms. X,

The first paragraph introduces you – that you are an undergraduate at Leeds majoring in Finance and graduating in May 202X, and the specific job/internship you are applying for. If you were referred for the job, start out with the name of the referral. Immediately state why you are interested in the company and position. It should make the person want to continue reading the letter.

In the second paragraph you highlight relevant skills gained through your previous work (full time or internships) and academic experience that you will be able to bring the role. Draw attention to relevant skills, as defined by the job description, and demonstrate when and how you have used them. This will typically be biggest paragraph of the letter. Do not restate your resume!

In the closing paragraph, demonstrate your research and knowledge of the company and express your enthusiasm and interest. When applicable, state that you have applied on Handshake or directly on their website (or both), and indicate interest in obtaining an interview. It is acceptable to leave closing open-ended, but generally better to retain control by asking for a specific appointment.

Sincerely,

Jane Leeds

Bachelor of Science in Business Administration, Finance, Class of 202X

Leeds School of Business, University of Colorado

[jane.leeds@colorado.edu](mailto:jane.leeds@colorado.edu)

+1-303-596-5000

Include if sending a hard copy of the letter and resume

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* Highlight relevant skills gained through your previous work (full time or internships) and academic experience that you will be able to bring the role.
* Use this format to draw attention to those specific skills and show when and how you have used them.
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