

## Sections for a Letter of Introduction

### Personal Contact Information

Your Name:

Address:

Phone:

Email:

### Date

### Employer's Contact Information

Department/Agency/Company:

Address:

### Greeting

Address to "Dear Hiring Manager" or "To Whom it May Concern:"

### Beginning Paragraph

Introduce yourself and express your interest in the position. Possible subjects include:

- Who you are- year in school
- The specific job title
- How you heard about the job- "online job posting"
- Why you are interested in the position (be specific)
- Why you're qualified. This should be a brief one sentence summary of why you are a good fit for the position (similar to a thesis statement)

### Middle Paragraph(s)

Describe 1-3 of your experiences/projects that show your job-specific skills and qualifications. Make sure to:

- Show you make a good fit with the position/employer
- Focus on what you will bring to the employer that will make them glad they hired you
- Do not simply restate your resume
- Break up the paragraphs into smaller sections if it is too big. Smaller paragraphs are more readable

### Ending/Summarizing Paragraph

Final interest and fit statement in which you:

- Include your availability, and how you will follow through with the application. TELL the reader what is the best way to reach you
- Thank the employer for their consideration

### Closing Signature

"Sincerely", "Best Regards", "Thank you"

Handwritten signature and typed name. Best to hand-write signature but if you are unable to scan document you can use script-like font instead.

## Letter of Introduction Sample

Your Name  
Street Address  
City, State Zip Code  
Phone Number  
Email Address

Date

Job Title  
Name of Employer  
Street Address  
City, State Zip Code

Dear Hiring Manager or To Whom it May Concern:

**FIRST PARAGRAPH:** State the reason for writing the letter. Name the specific position for which you are applying.

*Ex: My name is Samuel A. Senior and I am interested in the Screen Printing Technician with Warrior Entertainment Inc. My experience with design software has prepared me well to make a significant contribution to your organization. I learned about the opportunity through your online posting.*

**SECOND PARAGRAPH:** Explain why you're interested in working for the employer and specify how you are a great fit for the position. Review the job description and provide example of how your experience matches well with the job and/or internship. Be sure not to repeat extensive information from your resume.

*Ex: Having researched your company, I understand the company's specific abilities and responsibilities. Not only do I think I would be an asset to Warrior Entertainment Inc., I also possess the in depth experience in handling and mixing of chemicals required in screen printing. I am a problem solver that is able to work alone with little direction.*

**THIRD PARAGRAPH:** Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest your availability to further discuss the position. Be sure to communicate your plan to follow up and conclude by thanking the employer for his or her time.

*Ex: I would appreciate the opportunity to interview with your company and explain my capabilities in more detail. I can be reached at (XXX)-XXX-XXXX or via youremailaddress@[gmail.com](mailto:youremailaddress@gmail.com). Thank you very much for your time and consideration.*

Sincerely or Thank you or Best Regards,

**Signature**  
Your Name