

**Your Name**

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

**[DATE]**

**[NAME OF HIRING MANAGER]**

**[TITLE]**

**[NAME OF COMPANY]**

**[ADDRESS]**

**[CITY, STATE ZIP]**

Dear **[MR. OR MS.]****[LAST NAME]**:

I heard about your search for a **[NAME OF JOB]** at **[NAME OF COMPANY]**, from **[NAME OF REFERRING PERSON]**. **[S/HE]** encouraged me to reach out and forward my resume for your consideration.

It's clear from the job posting that you are looking for someone who can **X, Y, and Z** **[SEVERAL KEY ITEMS FROM THE POSTING]**. My background and experience is closely aligned with these functions. Specifically, I have:

- Managed...
- Increased...
- Handled...
- Built, written, collected, analyzed, reported, etc.

I believe that my expertise would be a good match for **[COMPANY NAME]**, and I would welcome the chance to meet with you to further discuss the role and how I could make a contribution to your efforts. I appreciate your consideration and thank you for your time.

Sincerely,

**[YOUR NAME]**

**Your Name**

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

**[DATE]**

**[NAME OF HIRING MANAGER]**

**[TITLE]**

**[NAME OF COMPANY]**

**[ADDRESS]**

**[CITY, STATE ZIP]**

Dear **[MR. OR MS.][LAST NAME]**:

I recently heard about your opening for a **[NAME OF POSITION]** at **[NAME OF COMPANY]** and I am interested in learning more about the opportunity. With a background in **[YOUR SKILLS]** and experience **[DOING WHAT THEY NEED]**, I believe I could be a good fit for the role.

I currently wrapping up my studies as a **[MBA, M.S in \_\_\_\_, PhD]** candidate at the University of Delaware, concentrating in **[YOUR MAJOR]**. Previously, I worked as a **[recent role(s)]** where I was able to **[one or two accomplishments related directly to the job posting]**. Each role I've held has helped me develop my professional skills, and I'm eager to build upon these achievements in an environment where my commitment to growth will be an asset.

I'd welcome the chance to discuss your needs and how I might contribute to your efforts as a **[NAME OF POSITION]**. My resume is attached for your review. I can be reached via email at **[yourname@udel.edu]** or by phone at **[XXX-XXX-XXXX]**. I look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

**[YOUR NAME]**

**Your Name**

Address | City, State Zip | 555-555-5555 | student@udel.edu | linkedin.com/in/yourname

[DATE]

[NAME OF HIRING MANAGER,]

[TITLE]

[NAME OF COMPANY]

[ADDRESS]

[CITY, STATE ZIP]

Dear Hiring Manager:

I am interested in the [NAME OF POSITION] role at [NAME OF COMPANY], a job post I saw on Handshake at University of Delaware. The position looks like it may be a great fit, and my work and academic experience are closely aligned with the responsibilities you outlined in the posting. Specifically, I have:

- Worked as a business analyst with Bank of America as a summer intern, where I learned how to work with a diverse team of people to produce a number of reports. I supported the \_\_\_ team with [testing of applications, collecting and analyzing requirements, reporting and tracking] and using [SQL, EXCEL, R, Python, SAS, etc.] to [visualize, report, etc.]
- Contributed to the development of a new account application, documenting the important steps in the process, and communicating with developers and business teams throughout the full life cycle of the development using Agile methodology.
- As a senior majoring in management information systems, I have studied and developed skills in finance, management, marketing, IT and data analysis. I also learned a lot about project management...[ANYTHING ELSE RELEVANT TO THE JOB]

With my abilities to learn quickly, be flexible in any working environment and multi-task, I am confident that I could add value to [NAME OF COMPANY] as a [NAME OF POSITION].

Thank you for your time and consideration. I look forward to hearing back from you.

Best regards,

[YOUR NAME]

**Your Name**

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**[DATE]**

**[NAME OF HIRING MANAGER]**

**[ TITLE]**

**[NAME OF COMPANY]**

**[ADDRESS]**

**[CITY, STATE ZIP]**

Dear **[MR. OR MS.]****[LAST NAME]**:

Thank you for considering my application for the **[NAME OF POSITION]** with **[NAME OF COMPANY]**. I learned about the opening from **[NAME OF JOB BOARD OR PERSONAL REFERRAL]**. I was especially attracted to the role because **[WHY]**, and believe my background and experience in **[FIELD]**, could be a good fit.

As I reviewed the job posting, I saw a number of overlaps between the demands of the job and my own skill set. Specifically, I have **[NAME SPECIFIC ACHIEVEMENTS OR SKILLS HERE]**. I'd be excited to apply this background as a member of your team.

I'm in the process of wrapping up my studies in **[MAJOR]** at the University of Delaware, where I took on several leadership positions in **[SPECIFIC GROUP PROJECTS, CLUBS, ORGANIZATIONS]**. During the summer of **[20XX]**, I interned at **[NAME OF COMPANY AND DEPARTMENT]**, where I was able to validate my interest in the industry and get some meaningful real-world experience with work in **[WHAT YOU DID]**.

I'd love the chance to learn more about the opportunity and discuss how I could contribute to your efforts. Please contact me if you need any additional information. Thank you for your time and consideration.

Sincerely,

**[Your Name]**