

First Last Name
555.555.5555 · name@gmail.com
LinkedIn.com/in/name

Date

Mr. or Ms. Name

Title

Great Company

Street Address

Suite 555

City, ST zip

Comment [LJN1]: Be sure to address your letter to a specific person – preferably the person who would be your boss or head of the division in which you would work. You can research LinkedIn as well as business databases located on the Walker Library site to learn who this would be.

Dear Mr. or Ms. Name:

Owen Student suggested I write to you to express my interest in the position, **Director of Corporate Strategy**. A sentence that communicates that you know something about their business.

A sentence or two here about why you would be the BEST possible choice for them. May say something like this: My experience includes over 10 years with Good Company performing similar functions (name the functions). This best case reason for hiring you should be directly related to the job posting or something you learned in research.

While at Good Company, I accomplished:

- Name an accomplishment that relates to the posted position using their words
- Name another accomplishment that relates to the posted position using their words

In addition, I earned my MBA from Vanderbilt's Owen Graduate School of Management. Attached is my resume which gives additional details about my experience.

I look forward to discussing how my competencies and experiences can contribute to your success.

Thank you for your consideration.

Sincerely,

First Last Name