**Russ A. May \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1615 Stanley Street, DiLoreto 101, New Britain, CT 06050 **|** (860) 832-1615 **|** [careers@ccsu.edu](mailto:careers@ccsu.edu) |LinkedIn

Date: Input the date in which you are submitting the application.

Mrs. Smith (if you do not know this person’s name, you can contact the company)

Position Title

XYZ Company

Company Address

City, State, Zip

**1.** Dear Mrs. Smith (Preferred), **2.** Dear Hiring Manager (When you don’t have a name), or **3.** Dear Search

Committee (When interviewed by a group)

This is the **introduction paragraph;** it will be 3-5 sentences long. There will be 4 paragraphs total. Here you

will acknowledge the position and company you are applying to. Include your name, major, school

and expected graduation date. Explain your objective for applying.

The second paragraph is about why **you are perfect** for this position, this will be 5-7 sentences long. Identify

2-3 things that the company is looking for and connect them to you. Review your application and identify

what the company wants and explain why you would be a positive addition to their company.

The third paragraph we call the **kiss up** paragraph, this will be 5-7 sentences long. This is where you research

the employer, what is their mission? Their values? Their company culture? This is when you tell the company

what you like about them and why you want to work for them.

The fourth paragraph is the **closing paragraph**, it will be 3-5 sentences long. Thank the company for their

time, mention how you look forward to hearing back from them, remind them of your contact

information (email/phone), and how you look forward to possibly meeting them in an interview.

Sincerely,

Russ A. May