Date (Month xx, 201x)

Mr./Ms. Recipient Name (First and Last Name)
Firm Name
Street Address, Suite/Mail Drop (check the firm’s website for the mailing address or business card)
City, State Zip Code

Dear Mr./Ms. Last Name - or - Dear First Name (if you know the person well):
(If you do not know their name, address your letter to “Campus Representative”, “Firm Representative”, “HR Representative” or similar.)

Paragraph 1 – Opening
State the position you are applying for (use the firm’s exact position title and the firm name) and why you are applying for this position. [Briefly explain what interests you about this position - why audit? why tax? why advisory? why other? - and - why this firm?] Make a connection with this person (and the firm) – note when and where you met him/her and what s/he said that interested you. Include any other interaction you have had with the firm (meetings, firm tours, Meet the Firms, coffee chats, phone conversations), and refer to others in the firm with whom you have met or spoken (mention 1 or 2 names, if possible, and what was discussed that interests you in the position and firm).

Paragraph 2 (can be 2 paragraphs) – Body of Letter
Describe 2 or 3 specific examples (1 or 2 sentences for each example) from your work experience, classes, club involvement, volunteer work, or other life experience that demonstrate the key skills that firms are looking for (i.e., leadership, teamwork, customer service, organization/time management, initiative, creativity, problem solving, communication skills, handling stress, etc.) Do not just list a bunch of skills - doing so is just sharing your opinion - instead, provide the factual experiences that demonstrate the skills. In other words, provide the “proof”.

Paragraph 3 – Closing
Thank him/her for considering you for the position. Note that you would like to have an opportunity to discuss your qualifications and interest for the (title of position) with (firm name). Include your contact information - for example, “If you have any questions, please contact me at (your phone number) or (email address)”.

Sincerely (or Regards or Kind Regards or Best Regards),

Your Name