Candidate Address

Month Date, Year

Name of person you are contacting.

Address of person your contacting

City Name, Post Code

Dear (Name of person you are contacting):

While researching for vacancies in the (field, department, university, ....), I learned some openings may occur for the (Position) in (field, department, university, ....). I have enclosed a résumé for your review and wish to be considered for a (X) position. I will graduate from the University of (X) this (Month) with a Degree of .... .

I am presently (mention your current work position). Prior to (Date), (mention your previous work position). Additional experience has been gained through tutoring, field experiences, and volunteer work.

(Say something about your competence to the job position). I have completed an application on both on the online Link and through the website. If additional application materials are needed, I would very much appreciate your sending them to me at the above address.

I would like to meet with you in person for an interview and discuss possible employment opportunities. I am available at your convenience and look forward to hearing from you. Thank you for your assistance.

Sincerely,

Name of Candidate

Enclosure(s)