



TIME FOR DEVELOPMENT LLC

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Awesome, WI 53135
(414) 111-1111

(use a professional email address; something along the lines of
firstname_lastname123@gmail.com)

Dear Ms. Jones,

Paragraph One: *Grab your employer's attention by clearly and concisely articulating the position/program you are applying for.*

Example:

I am excited to apply for the store manager position at Coffee and Sports Express which I found on LinkedIn. As a *natural leader* with a bachelor's degree in management and five years of professional work experience, I am eager to grow in a role that will allow me to share my passion for sports and exceptional coffee in a welcoming environment.

Paragraph Two: *Identify 2-3 of the most significant job responsibilities from the job posting. Choose one responsibility and describe an instance(s) where you have successfully performed it. What impact did you make? Quantitative data stands out! Examples % increases, profit growth, reduced turnover, improved proficiency, etc. Be clear and concise. This can become two paragraphs!*

Example:

Being the store manager will require me to balance many priorities. Having been a full-time college student while working full-time as a team leader and volunteering with campus' largest student organization has taught me the importance of time management. I have successfully maintained my status on the Dean's list each of the last three semesters. At the same time, I developed an innovative training program for my current employer intended to improve employee performance and retention. 18 new employees have been trained using the new program and their evaluations suggest a 50% increase in perceived job readiness and satisfaction.

Paragraph Three: *Identify 2-3 necessary attributes for performing the job (likely included in job posting). Describe how you have demonstrated those attributes in your previous work. How did the attribute(s) help you perform the task or manage the team? How will your attributes help you be successful in the role you're applying for? Use real-world examples!*

Example:

Among many other qualities, I understand the store manager needs to be flexible, self-motivated, and a team player. In my volunteer work, I serve as the organization's program development officer. The programs our student organization develops are inspired through meetings I facilitate. I seek active feedback from all of our members and we vote as part of deciding on our next project. From there, the organization often has me take the lead in both developing and executing the project. In total, I have overseen the development and facilitation of six events for the organization where more than 50 students have participated. The events have included social gatherings, networking programs, and professional development opportunities.

Paragraph Four: *Describe the position you're applying for again and offer 2-3 of your most powerful sentences describing why you are the perfect candidate for the job/organization/program. What does the role mean to you? Why is the organization a good fit for your academic or career path? Invite them to contact you for an interview.*

Example:

I am applying for this position because of my love of coffee and college sports. I have experience successfully performing all of the job requirements and, equally importantly, I possess the attributes you are looking for. I enjoy leading teams and hope to share more about how my education and professional background have prepared me for the position. Please reach out by phone or email at your convenience to schedule an interview.

Sincerely,

Michael Kirchner
(555) 867-5309
M_kirchner5323@gmail.com

FINAL TIPS:

- Use the letter as a means of helping your employer envision you working in the organization or being a successful student in the program.
- Use the job posting or program requirements as your cheat sheet when identifying required attributes and responsibilities.
- Being specific and authentic to your experiences will stand out! Speaking in generalities will get your letter lost in the pile.
- Have a trusted writer proofread your letter prior to submitting. Ensure grammar, sentence structure, and complete thoughts and paragraphs are used.