Dear Mr. / Ms. Last Name:

This is the introduction paragraph: state the position you are applying for and why you are interested in it. How did you learn of the position? Mention the name of the person who referred you to apply (if applicable). Last line is the thesis statement: briefly mention 2-3 of your top qualifications (you will provide more detail in the paragraphs below).

Write 1-2 body paragraphs explaining the qualifications above; point out your achievements and qualifications in this specific field, especially those mentioned in the job requirements. Remember, this should only be 1 page, so if you run out of room, you can change the margins to “narrow” and the font size to 11 if necessary. However, you should focus on making this quick and easy to read.

Provide an overall summary of your resume, highlighting the points that would particularly interest this specific organization. Also explain why you are interested in this employer – what do you like about them? How do your interests and qualifications fit this company? (note: do not focus on how this job will benefit you personally. They don’t care about that).

The conclusion paragraph should restate your interest and major qualifications. Provide your contact information in order to discuss your qualifications further through an interview. Thank them for their consideration of your application.

Sincerely,

(4 lines)

Your typed name
Rowdy Raider  
3640 Colonel Glenn Hwy  
Dayton, OH 45435  

May 10, 20XX  

Ms. Brenda Jones  
Chief Technology Officer  
Broadcom Corporation  
16340 W Brenado Drive  
San Diego, CA 92127  

Dear Ms. Jones:  

I am applying for the Intern-Bluetooth Applications position, ID #30404BR. I became aware of this position through your website. Currently, I am a graduate student at Wright State University in Electrical Engineering. I have excellent programming skills in C++, ability to read schematics of electric circuits, and knowledge of Bluetooth wireless technology, all skills that make me the right fit for this position.  

In February 2011, I received my certification for Programmable Logic Controllers. I have taken Digital Integrated Design and VLSI Design at Wright State University as well. During the certification sessions and through my coursework, I was able to practice reading schematics of electronic circuits and can apply this valuable experience to an internship position in Bluetooth Applications with Broadcom Corporation.  

With regard to my programming experience, I have used C++ in individual and group projects in my undergraduate and graduate work. Currently, I am utilizing Perl as part of my network programming data collection for my thesis. My high level of programming skills will assist Broadcom Corporation in designing new NFC innovations, and allow me to further engage in an area I am particularly passionate about.  

Having the opportunity to intern for a Fortune 500 company, global leader, and innovator in semiconductor solutions for wired and wireless communications has always been a dream of mine. I am confident I can apply the knowledge I have learned in my Electrical Engineering coursework and assist Application Engineers on a daily basis to meet the needs of this internship.  

Please contact me at raider.1@wright.edu or 937-555-1111 if I can provide additional information regarding my qualifications during an interview. Thank you for your time and consideration.  

Sincerely,  

Rowdy Raider