

# FIRST AND LAST NAME

555.555.5555 | youremail@gmail.com | www.linkedin.com/in/yoururl

Date

Use .75 to 1-inch margins and make sure they are balanced from top-to-bottom and side-to-side.

Contact's Name

Contact's Organization

Contact's Street Address

City, State, and ZIP Code

Use "Hiring Committee" if you cannot obtain a specific name. Avoid using "To Whom It May Concern".

Dear Contact's Name:

Use a colon, not a comma.

**Introductory Paragraph:** Explain why you are writing and include a powerful audience-relevant "grabber" that shows your vision, company knowledge, and/or how you might fit in this position. It could also include a brief statement about your intended contributions (i.e., how your education and experience could benefit your audience and help them achieve their bottom line.) This often serves as a transition sentence to the next paragraph. You can also include personal contact referrals if it will add value.

**Body Paragraph:** Back up any global claims made in the first paragraph with quantitative or qualitative results/impact. Show specifically how your skills, attributes, and experiences can meet your audience's specific needs. (Do this in a way that complements, rather than rehashes, your resume.) Discuss relevant accomplishments in terms that are relevant to your audience.

**Closing Paragraph:** Reiterate why you want the position, in a contribution-centered, non-redundant way. Thank the recipient for taking the time to read the application materials. Facilitate the opportunity for an interview in a way that fits well with your audience. You do not need to include your contact information because it is found at the top of your letter.

Sincerely,

A signature is only required for 'hard copy' submissions and a scanned in signature is optional for electronic submissions

First and Last Name

# CHAD ORTIZ

555.555.5555 | chad.ortiz@gmail.com | www.linkedin.com/in/chadortiz

May 16, 2018

Ms. Nancy Stanfield

Jefferson Analytics

600 S 600 E #100

Salt Lake City, UT 84102

Always have 2-3 people proof-read your letter to make sure that it is error-free and written effectively.

Dear Ms. Stanfield:

One of my greatest strengths has always been turning complexity into simplicity, without missing any of the important details. Because **Jefferson Analytics** also shares this trademark, I feel this could be an ideal place for me to further develop this strength while being a vital asset to your **data analytics internship** team.

To ensure I have an 'on-demand' and diversified skill-set upon graduation, I have applied knowledge and skills from my analytics and data science courses with two on-campus professional clubs. In the Business Intelligence Group (BiG), our team used Python, Scikit-learn, PostgreSQL, and SQL to provide recommendations that saved a Fortune 500 tech company \$300K upfront and \$60K annually. I also helped my ProSales club team to compete at a national competition by researching key product information, successfully managing a sponsor account, and creating communication channels to increase and enhance member participation.

I cannot think of a better place than Jefferson Analytics to channel my passion for helping businesses thrive, while learning from highly successful professionals in this field. Thank you for your time in reviewing my application materials. I look forward to hearing from you soon.

Sincerely,

Chad Ortiz