

# First Name Last Name – Job Title

Address | Phone Number | Email

[Company]

Month Day, Year

Dear [Company] Recruiting Team,

I am writing to express my interest in [job] with [company] for [time]. As a [year] at Vanderbilt University studying [majors and minors] I have developed [skills and values that the company enjoys]

Throughout my experiences at [previous job experience], I have learned.... I am sure that [company] would be a great place for me to [level of career]. In turn, I believe I could bring:

- [Skill #1] – [Description of a previous time in which you exhibit this skill]
- [Skill #2] – [Description of a previous time in which you exhibit this skill]
- [Skill #3] – [Description of a previous time in which you exhibit this skill]

As you can see.....

If you need any additional information, or would like to discuss my experiences further, please feel free to contact me. Thank you for....

Sincerely,  
[Name]

## Notes:

- Best to ensure your skills align with what the posted job description is looking for
- Look for tangible examples that would prove beneficial to a hiring agent
- Page long elevator pitch - essentially