

[YOUR FULL NAME]

[STREET ADDRESS] • [CITY, STATE, ZIP] • [PHONE NUMBER] • [EMAIL ADDRESS]
• [LINKEDIN PROFILE]

[Month Day, Year]

[Hiring Manager Name]

[Title]

[Organization Name]

[Department]

[Organization Address]

Dear [Mr./Ms./Mx. Last Name or Search Committee]:

Introduction: State the position for which you are applying and how you learned of the opening. Briefly introduce your current status as a graduate student at [University Name] pursuing a [Degree Name] in [Field of Study]. State your thesis/research focus if applicable and include a thesis statement of why you are a strong fit.

Academic and Research Background: Detail your academic preparation. Highlight specific coursework, research projects, or technical skills gained during your graduate studies that directly relate to the job description. Emphasize your ability to analyze complex data, manage long-term projects, or contribute to scholarly discourse.

Professional Experience and Transferable Skills: Describe relevant work experience, internships, or teaching assistantships. Connect your graduate-level soft skills-such as grant writing, public speaking, cross-functional collaboration, or leadership-to the needs of the organization. Demonstrate how your advanced training translates into professional value.

Conclusion: Reiterate your enthusiasm for the role and the organization. Mention any attached documents (resume, portfolio, writing samples). Thank the reader for their time and consideration, and state your interest in discussing your qualifications in an interview.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]