

# [YOUR FULL NAME]

[Street Address] | [City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

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[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip]

Dear [Mr./Ms./Mx. Last Name or Hiring Committee],

**Introduction:** State the position you are applying for and how you learned of the opening. Briefly mention your major at [University Name] and why your liberal arts background makes you a strong candidate for this specific role.

**The "Why Me" Paragraph:** Highlight your core competencies (e.g., critical thinking, research, or cross-disciplinary communication). Connect your academic coursework or thesis work to the requirements listed in the job description. Provide one specific example of a problem you solved or a project you led.

**The "Why You" Paragraph:** Demonstrate your research into the organization. Explain how your values align with their mission and how your versatile skill set as a Liberal Arts major allows you to adapt to their specific industry challenges.

**Closing:** Reiterate your enthusiasm for the opportunity. State your desire for an interview to further discuss how your background benefits the team. Thank them for their time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]