Dear __________________,

The beginning of the letter will introduce you the position you are applying for, and the source of information. For example, ‘I am an East Stroudsburg University Communication Studies graduate and wish to apply for the post of ‘Internal Communication Manager’ as published in the New York Daily, dated 15th January, 2014’. In case of unsolicited letter, you need to write that you are interested in working in the specific department. For example, ‘I am an East Stroudsburg University Communication Studies graduate, and I am looking for an opportunity to work in the communications department of your organization’.

The next paragraph, will detail on your skills and work experience. Mention about the number of years of experience you have, and in short, write about your job responsibilities as well.

The third paragraph will let the employer know why you are interested in working with this particular organization.

The last paragraph should thank the reader, and let him/her know that you area available for an interview.

Sincerely,

________________________

Your name
Telephone number
Email