Dear ______________,

The beginning of the letter will introduce you the position you are applying for, and the source of information. For example: I am applying for the full-time, CFY position in speech-language pathology at the (name of organization). I learned of this opportunity through the www.speechpathology.com website. This spring I will complete my graduate studies in the Speech Pathology and Audiology program at (University). During my undergraduate and graduate studies, I had the opportunity to assist clients with a variety of communication disorders and ranging in age from 6 years to adult.

If you need additional information, please feel free to contact me. Thank you for your consideration. 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. For example: One of the main reasons I am interested in the position at the (Organization Name) stems from a very successful clinical experience I had last summer at the (Name) in (City). During that practicum, I spent a significant amount of time with adults who had speech, language, voice, and/or swallowing disorders. In addition, I spent last fall at the XXXX Hospital Medical Center in the Division of Developmental and Behavioral Pediatrics where I provided services to infants, children, and adolescents, ranging in age from birth to age 21, who were experiencing developmental or behavioral problems. Through these experiences, I developed a passion for medical speech pathology and a desire to grow professionally in a medical setting.

The third paragraph will let the employer know why you are interested in working with this particular organization. For example: “The enclosed resume describes my experiences in the field and other related activities, all of which demonstrate my willingness to work hard and assume leadership responsibilities. I have a strong academic background in anatomy, neuroscience, neurogenic cognitive/language disorders, voice, and dysphagia.”

The last paragraph should thank the reader, and let him/her know that you area available for an interview. For example: ‘The accompanying resume should serve to give you an idea not only of my past achievements but of my potential to contribute significantly to your center. I am confident I have the knowledge, enthusiasm, and interpersonal qualities that will be a positive contribution to the (Organization Name). I would appreciate the opportunity to interview for this position and would be happy to complete an application if necessary. Please let me know if I may provide any additional information.’

Sincerely,

Your name
Telephone number
Email