[DATE]

[CONTACT NAME]  
[POSITION TITLE]  
[COMPANY]  
[ADDRESS]

Greetings Mr./Ms. [NAME],  
  
My name is [YOUR NAME], contacting you in search of a career opportunity with [COMPANY NAME].  (Use this next sentence, if applicable)  I received your contact information through a mutual acquaintance, [REFERENCE NAME], who recommended that [COMPANY] would be a great place to advance my career.  The specific opportunity I am seeking is a(n) [INTERNSHIP/CO-OP/PART-TIME/PERMANENT] position beginning this coming [TIME-FRAME].  
  
[COMPANY NAME] interests me because of the [mention specific reasons, products, motivators, etc. why you chose this company].  This potential opportunity will allow me to utilize and improve upon the skills I have attained through my collegiate and professional career, as well as contribute positively to [COMPANY NAME]’s mission and goals.  I might also provide an opportunity to increase productivity and introduce new, industrious ideas.  
  
Attached is my resume for your review and if appropriate, am flexible to meet and further discuss the potential of my joining [COMPANY] as a productive member.  Should you have any questions, please contact me.  
  
Thank you for your time and consideration on my behalf.  
  
Sincerely,  
  
YOUR NAME  
ADDRESS, CITY, STATE ZIP  
PHONE – use this format: (419) 555-5555  
EMAIL – be sure it is professional