

XXX Whitney Avenue
New Haven, CT 065xx
first.last@aya.yale.edu
555-555-XXXX

March 9, 20XX

Mr./Mrs. Name of Person to Whom You are Writing
Job Title
Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name [*Write the full name if you are unsure about gender*]:

I am a recent graduate of Yale College pursuing a career in marketing and public relations in the Miami area. I have been researching marketing-focused companies and came across the website for The Organization Name Group. I was pleasantly surprised to see a Yale alumnus in the "Partner Profiles" section, and further encouraged to find your contact information on the Yale Career Network.

For the past three years I have been working for XYZ Advertising, where I helped develop online strategies for Fortune 500 companies. I gained an appreciation for the creative and organizational aspects of communicating effectively with targeted consumers of media. I am looking to continue working in this field, and The Organization Name Group aroused my interest with its impressive list of clients, capabilities and staff.

I would greatly appreciate having an opportunity to talk with you about your work, The Organization Name Group, and any advice you may have for my Miami-based job search. I will call you in the next week to see if we might be able to arrange a convenient time to talk. In the meantime, feel free to contact me at 555-555-XXXX. Thank you for your time and consideration.

Sincerely,

(Sign Your Name)

First Name Last Name