

Kylie Barnes

907 E 820 N • Rexburg, ID 83440 • 609-707-9921 • kyliebarnes@gmail.com • www.linkedin.com/in/kyliebarnes

1. Student Information

Include your name, phone number, and e-mail address. (Addresses are still standard procedure in many situations; they are becoming optional and discouraged in many situations.)

2. Date

February 1, 2019

3. Employer Information

Include recipient's name, title, name of organization, street or P.O. Box address, and city, state, and zip code.

Mr. Alfred Barrus
Cassia County Prosecuting Attorney
Alfred E. Barrus Law Firm
1918 Overland Ave.
Burley, ID 83318

4. Salutation

Write the letter to the specific person that will be reviewing your materials. Avoid using "To Whom It May Concern" when possible. If you are unsure of the person's gender, use the person's entire name (i.e., Dear Alfred Barrus).

Dear Mr. Barrus:

5. Introductory Paragraph

State why you are writing (or the position you are seeking). Then include an attention-grabber, and/or make a global, brief claim about your intended contributions in this position.

I am writing in response to the adoption intern position currently available at your firm. As an adopted child with four adopted siblings, my love and appreciation for adoption runs deep. In addition to my passion for adoption, you will also find my education and work experience to be an asset that will benefit your clientele and your office.

As a Communication major and Sociology minor at BYU-Idaho, I have completed a wide variety of human behavior courses. I have also served as a volunteer CASA worker for Utah County and a psychosocial rehabilitation specialist in southeastern Idaho. These opportunities have increased my comprehension of the role of a successful case worker, as well as my ability to empathize and connect successfully with parents and children struggling to overcome major life stumbling blocks, while maintaining professional client boundaries.

Nothing would bring me greater satisfaction than knowing that my skills and abilities could help place children in secure, loving homes and fill the empty arms of childless parents. I have been inspired by your distinguished and nationally recognized reputation for expertise in adoption. I would love the privilege of learning from the best while offering my time and talents toward your continued success.

Thank you for your time in reviewing my materials. I will contact you next week to discuss the possibility of an interview.

Sincerely,

(insert hand-written signature here)

Kylie Barnes

6. Body Paragraph(s)

Back up the global claim(s) you just made in the previous paragraph. Specify how your education, work experience, accomplishments, etc. have prepared you to meet the employer's specific needs.

7. Concluding Paragraph(s)

Reiterate why you want the job, in a contribution-centered way. Thank the recipient for taking the time to read your materials. Facilitate the next step (i.e., state that you will look forward to hearing from them or facilitate an interview opportunity).

Enclosure

9. Margins

Margins should be between 1.0 and .75 inches, and be balanced from top-to-bottom and side-to-side.

8. Closing

Use appropriate closing salutation (i.e., Sincerely, Cordially, Respectfully, Best Regards, Regards, Kind Regards). Avoid using words that create sentimental sounding phrases (i.e., Yours, Truly, Very).

Indicate an enclosed document with 'enclosure' or an attached document with 'attachment'.

10. No Errors

Always have 2-3 other people proof-read your letter to make sure that it is error-free. This will also give you the chance to assess if what you have written accurately and effectively expresses the message you are trying to send.