**Email Subject Line:** **Responding to Posted Job**

**Email message:**

**Dear Mr. Nell:**

I recently noticed a position posted in/on (the source of the job listing). As a (month, year) graduate of Valparaiso University with a degree in (major), I am very interested in pursuing (type of job) with Most Desirable Organization.

(Name of organization) is a leader in (industry) and I am confident that I could contribute to its success. As outlined in my résumé, I have academic training and work experience in (area). Specifically, my internship experience includes (list job duties that match the requirements stated in the job posting). In addition, while at Valpo I was involved in a variety of extracurricular activities that have taught me to successfully juggle multiple duties and responsibilities.

I would greatly appreciate an opportunity to meet with you to discuss ways in which I might contribute to (name of organization). Please feel free to contact me by phone (list the number you use most frequently).

Thank you for your time and consideration. I look forward to hearing from you.

**Sincerely,**

**(Sign your name here)**

**(Type your name here)**