Dear Mr. or Ms. ______________: 

First Paragraph: Indicate your interest in the company, organization, or type of work and state how you learned about them. Make one strong opening statement about yourself. 

Second Paragraph: Outline your strengths focusing on work experiences, co-op/internships and coursework. Convince the employer that you have the skills and motivation to contribute to the organization. Tell them what you can do for them, not what you expect from them. 

Third Paragraph: Request an interview and indicate that you will call during a specific time period to discuss interview possibilities. If you will be in the area of the company over break or for a long weekend, suggest the possibility of meeting during that time. Express appreciation for their consideration and say you look forward to talking with them. 

Sincerely, 

Your Name