

BASIC SAMPLE COVER LETTER

INITIAL PARAGRAPH: state the reason for the letter, the specific position or type of work for which you are applying, and indicate from which resource (i.e., UTA Career Services, news media, friend, employment service) you learned of the opening.

SECOND PARAGRAPH: indicate why you are interested in the position, the company, its products or services. State clearly what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a well qualified candidate. If you have some practical work experience, point out your specific achievements for unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application form which summarizes your qualifications, training and experience. **Sell yourself! Convey enthusiasm!**

THIRD PARAGRAPH: in the closing paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your telephone number in the letter and offer any assistance to help in a speedy response. Finally, close your letter with a statement or question which will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Or, state that you will call on a certain date to set up an interview.

Susan Bailey
951 N Main St.
Arlington, TX 76019

May 10, 2004

Mr. Arnold McDougal
Recruiter
ABC Corporation
6574 Money Rd.
Fort Worth, TX 76052

Dear Mr. McDougal:

I was very interested to see your advertisement for a Mechanical Engineer Associate on the UTA career services website. I have been seeking just such an opportunity as this, and I believe my education and background would be a good match for your requirements. My resume is enclosed for your review.

Of particular note for you and the members of your recruitment team as you consider this placement is my leadership in several successful group research projects and my excellent GPA 3.9/4.0. I am also proficient with Pro-E, Matlab and Microsoft Excel, including an understanding of Excel's formulas, graphing and data analysis tools.

Should you be interested in my qualifications I would be happy to have a preliminary discussion with you or members of your committee to see if we can establish a mutual interest. I will call you within the week to answer any initial questions you may have, and to hear about your hiring process.

Sincerely,

Susan Bailey