

Quick Guide to Creating a Cover Letter

A Rock Solid Career.

A cover letter is your opportunity to introduce yourself to a prospective employer by including information beyond that offered in your resume. While your cover letter format should remain constant for each employer, the content should vary to reflect the skills and experiences that you will bring to each specific job and to reveal why you want to work for each employer.

Format:

- Candidate address block
 - Applicant's street address/city/state/zip
 - Date written
- Inside address
 - Employer's name and title
 - Company name and street address/city/state/zip
- Salutation
 - Mr./Ms./Dr. (last name):
- Body of the letter
 - Block format
 - Single spaced-paragraphs
 - Double space between paragraphs
 - No indentations
 - Four or five brief paragraphs
- Closing, thank you, and signature

2468 Some Road
Slippery Rock, PA 16057
August 31, 2009

Sue Employer
Director of Human Resources
ABC Engineering
137 South Ave.
Pittsburgh, PA 13783

Dear Ms. Employer:

I am interested in applying for the position of Mechanical Engineer that was recently posted in the Pittsburgh Gazette. This job demands a candidate with an advanced knowledge of engineering concepts and the ability to creatively apply those concepts to meet the needs of a diverse clientele.

When reading the job post for this vacancy, I saw a parallel between my skills and the description of possible candidates. Over the last four years, I have developed and applied skills in technical drawing and engineering graphics. My in-class experience consists of AutoCAD, I-DEAS, and doing hand drawings. Recently, I have been teaching myself Solid Works in order to model a thermosiphon system as a part of Generic College's renewable energy project curriculum. These projects are student-led and documentation is stressed as a way to improve communication skills. I believe this hands-on experience, combined with my academic background, ensures that I possess the necessary abilities to excel as a mechanical engineer.

In my research of ABC Engineering, I was attracted to your innovative designs, dedication to customer service, and commitment to manufacturing environmentally-friendly products. I am drawn to this friendly, fast-paced, hands-on work environment that is concerned with using renewable products. It is such an exciting time to be working with renewable resources in an age of energy consciousness.

I look forward to meeting you in person to discuss how I might contribute to ABC's efforts. You can contact me by phone at 724-555-5555 or by email at student@sru.edu. Thank you for your time and consideration.

Sincerely,
Qualified Student
Qualified Student

Content of the Body:

- Section One—*Introduction*
 - State desired position in the first sentence
 - Inform the reader how you found out about the vacancy
 - Highlight skills that apply to the specific job
- Section Two—*Matching Applicant to the Job*
 - Select 3-4 examples of your qualifications
 - Refer to your resume and incorporate additional details specific to this job and employer
- Section Three—*Employer Research*
 - Research the employer's website and outside articles for relevant information
 - Use this information to show what you know about the organization and why you want to work for them
- Section Four—*Closing*
 - Make sure the employer knows that you would like an interview
 - Provide your contact information (phone number and email)
 - Thank the employer for his/her consideration



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