



TEXAS TECH UNIVERSITY

Edward E. Whitacre Jr.
College of Engineering™

Cover Letters

A good cover letter takes your general application and makes it personal and specific to a position at a company. Your cover letter should introduce you to the employer, indicate why you are interested in the specific position/company, and suggest a meeting or interview. It should not repeat your resume but should complement and expand upon your resume to demonstrate your qualifications for a specific position. Ultimately, you want to make the reader interested in scheduling an interview.

Getting started:

- Type your letter on 8 1/2" x 11" paper with a 1-inch margin. Use an easily readable font size and type that matches your resume, e.g. Times New Roman 12pt.
- Keep the letter brief (no more than four paragraphs, ~250-400 words).
- Use your own style of writing, i.e. not too formal, but do not use slang or other words that you would not use in typical professional communication.

Content:

- Address your letter to a specific person if possible. If you are unable to find a name, you can use "Dear Hiring Manager" or "Dear *Company Name* Hiring Team".
- **1st paragraph:** Let the reader know what position you are applying to and how you heard about it. If you have a personal tie at the company, this is a good time to mention it. Next, briefly introduce yourself and summarize why you are a good candidate for the position. This is like a thesis statement showing the roadmap of what you will be talking about.
- **2nd/3rd paragraph:** Provide detail on 2-3 strong reasons why you are a good fit for the role and how you can provide value to the company. This could be work/research/project/personal experiences, technical skills, interests, and/or goals that align with the company and the specific qualifications on the job description. If you aren't sure what to talk about, check the company website and job description for clues on what the employer is looking for. You can even borrow the words and phrases they use to guide your writing.
- **Last paragraph:** Close by thanking them for their time, reiterating your interest, and inviting them to review your resume. Invite further action by including information on how you can be contacted to schedule an interview or phone call.

Additional Tips:

- Proofread your letter for correct spelling, sentence structure, and overall grammar.
- Avoid excessive use of "I," "my," and "me".
- Do not send the same general letter to each company. Each letter should be individually composed; however, you should save copies of all your cover letters. Once a good letter has been developed, it can be used as a model for future letters.

John Doe
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Lubbock, TX 79401
806-742-3451
john.doe@ttu.edu

September 23, 2022

Jill Recruiter
XYZ Company
123 Main Street
Fort Worth, TX 76102

Jill Recruiter,

I am writing to express my interest in the ABC position at XYZ Company. After speaking with John Recruiter at the Fall 2022 Texas Tech Engineering Job Fair, I feel that my academic experience as a Mechanical Engineering major at Texas Tech and proven work experience at Whirlpool and Discount Tire make me a strong candidate for this role.

I am particularly interested in ABC position because of the team-oriented and hands-on nature of the work as detailed in the job description. In my internship at Whirlpool, I learned the technical details of cooling systems, refrigerants, and fixtures by staying involved in both the design and manufacturing processes. I started by shadowing team leaders and technicians, and that early attention to detail and teamwork enabled me to lead projects later in the summer. I was even able to determine areas for increasing efficiency with the support of my team and hands-on knowledge of each part of the design process. The opportunity to learn from different perspectives and ranges of experience was rewarding for everyone, and I would highly value that aspect of work at XYZ as well.

Regarding technical skills, I am confident that my experience with AutoCAD would translate well to this role. In addition to using AutoCAD at Whirlpool, I am currently using it to model and direct finite element analysis on parts designed for a wheelchair-to-vehicle loading device that will assist caretakers of handicapped individuals. It has always been my goal to use technical knowledge to make a better world, and I was excited to see that this is one of your founding principles as well.

Thank you again for your consideration of my resume and application for this role. I am confident that my skills and abilities would be a good fit, and I would be more than happy to provide more detail and answer any questions you might have. Please feel free to contact me at (806) 742-3451 or at john.doe@ttu.edu at any time.

Sincerely,

John Doe