Cover Letters

A good cover letter introduces you to the employer, indicates why you are interested in the role/why you are a good fit, and suggests a meeting or interview. It should not reiterate everything in the resume, but should complement and expand upon the resume and support a position as to why you should be considered further. Remember that the main purpose of a cover letter is to get the reader interested enough to want to read your resume and schedule an interview.

Getting started:

• Type your letter on 8 1/2" x 11" paper to match your resume. Use an easily readable font size and type, e.g. Times New Roman 12pt.
• Keep it brief (no more than four paragraphs, ~250-400 words). Be concise and do not ramble.
• Use your own style of writing, i.e. not too formal, but do not use slang or other words that you would never use in a typical professional email.

Content:

• Address your letter to a specific person (you may need to do some research to find a name). Use Mr., Ms., or a similar title unless directed otherwise. If you are unable to find a name, use “Dear Hiring Manager” or “Recruiting Team”.
• 1st paragraph: Tell what position you are applying to and how you heard about it (mention personal tie if you have one). Briefly introduce yourself: area of study and why you applied.
• 2nd/3rd paragraph: Provide detail on why you are a good fit for the role and how you can provide value to the company. Expand on your resume, don’t repeat. Questions to answer:
  o How do your interests and experiences align with the specific qualifications on the job description?
    ▪ Use words and phrases from the job description when possible
  o Why are you interested in this company/job? How do their goals align with yours?
• 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”.
• Never send a form letter. Each letter should be individually composed; however, you should save copies of all of your cover letters. Once a good letter has been developed, it may be used as a model many times with slight revisions.
October 23, 2018

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

Dear Hiring Manager:

I am writing to express my interest in the ABC position at XYZ Company. After speaking with John Recruiter at the Fall 2018 Texas Tech Engineering Job Fair, I feel that my academic experiences 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. During my internship at Whirlpool, I worked with a team of lead engineers and technicians on a daily basis to resolve build issues through analysis and redesigning of out-of-tolerance parts. I also led a team as a technician at Discount Tire and, even as a team leader, analyzed individual issues and remained hands-on by working alongside my team to solve technical problems.

Regarding experience with software like AutoCAD and MATLAB, I use both on a daily basis through my involvement in Formula SAE to design intake systems and parts for the racecar with my team. I also gained practical experience with this software through a design project when I directed finite element analysis on parts modeled in AutoCAD to design a wheelchair-to-vehicle loading device to assist caretakers of handicapped individuals.

I know my skills and education will make me a valuable member of your team and look forward to bringing my talents to this internship. If you have any questions on my application, please feel free to contact me at (806) 742-3451 or at john.doe@ttu.edu. I appreciate your consideration of my application for this role and look forward to hearing from you soon.

Sincerely,

John Doe