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 repeat your resume but should complement and expand upon the resume and support a position as to why you should be considered further. Ultimately the reader should be interested enough to want to review 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 that matches your resume, e.g. Times New Roman 12pt.
- Keep the letter brief (no more than four paragraphs, ~250-400 words). Recruiters do not have time to read a long letter, so 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 not use in a typical professional email.

Content:

- Address your letter to a specific person using Mr., Ms., or a similar title unless directed otherwise. If you are unable to find a name, you can use “Dear Hiring Manager”.
- **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. Address how your experiences, interests, and goals align with the company and the specific qualifications on the job description. Use words and phrases from the job description when possible. Expand on your resume, do not repeat.
- 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 with slight revisions.
June 14, 2019

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

Dear Ms. Recruiter:

I am writing to express my interest in the ABC position at XYZ Company. After speaking with John Recruiter at the Fall 2019 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. Whether shadowing a manager early in my internship at Whirlpool or later leading projects, I strove to remain hands-on and learn the technical details of the cooling systems, refrigerants, and fixtures by staying involved in both the design and manufacturing processes. The opportunity to learn from the different perspectives and expertise of engineers and technicians at each phase was especially rewarding, and I appreciate that diversity and teamwork are also an integral part of XYZ’s mission.

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