

Do I need a cover letter? What should I include in it?

The short answer is **YES**. The cover letter allows you to sell yourself on the particular position you are applying for. There are three things you should address in your cover letter.

1) State why you are qualified for the position. This one just makes sense. Review the qualifications in the description and address the top few qualifications with examples of how you meet those qualifications.

2) What is it that you like about the company/position you are applying to?

It's like dating. You have to tell them why you like them, or why are they going to like you back? Sure, you are qualified for the position, but so are the other applicants.

3) What makes you stand out from the other candidates? Highlight a few of your biggest accomplishments or best qualities to sell yourself as the *better* qualified candidate.

[Here is a quick guide for constructing a cover letter that can help you secure more interviews](#)



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ARE YOU DEPENDABLE & RELIABLE?

More than three-fourths (78%) of HR professionals indicated that dependability/reliability was one of the three most important skills for entry-level positions.

[Society for Human Resource Management, Oct. 2016](#)

Upcoming Events

Trans Union Info Session
Thursday, October 27th
1043 ERF 5:00 – 6:00
[Details & Guest Speaker Info](#)

IACS Diversity Job Fair
Thursday, October 27th
Hilton (720 S Michigan Ave.)
[Details & FREE Registration](#)

SunCoke Info Session
Thursday, October 27th
230 CEB 5:00 – 6:00
[Resumes due Tues. Oct 25th](#)

Supply Chain Career Fair
Monday, November 14th
SCE Tower: Room 302 @ 4-6 PM
[Event details](#)

Career Advice from the Experts

We have hand-selected recent articles with career development advice to help you prepare for your future career in engineering.

Featured articles this week: Cover Letters

- [The 3 things every cover letter needs to include in 2016](#)
- [11 tips for creating compelling cover letters](#)
- [7 cover letter mistakes entry-level candidates make & how to fix](#)

Other Topics

Resume | Cover Letter | Internship/Job Search | Networking
LinkedIn | Preparing for a Career Fair | Interview Preparation
Following up with Companies | Salary & Job Offer Negotiation
General Career Development | Communication & Soft Skills

Engineering Career Center

816/818/820 – SEO

Walk-in Hours: M-F 10am - 4pm

Services Offered:

- Individual career counseling
- Resume and cover letter reviews
- Interview preparation
- Salary and job offer negotiation
- Internship & full-time job search strategies
- Career Fair preparation (Elevator speech)
- Professional etiquette
- Networking & LinkedIn tips
- Career related workshops

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