

Cover Letter Sample

The goal of the cover letter is to specifically show how you align with a company and a job description. The resume is about you the job seeker, the job description is about the employer, the cover letter is about both. You will need your resume and a job description to write a one page cover letter, and you can use the job description to prep for the interview and negotiate salary. Individualize your cover letter for each job you apply to.

Job Seeker

312-867-5309 | jobseeker@gmail.com | www.linkedin.com/in/jobseeker

Copy the heading on your resume to your cover letter. This sends a consistent message to the employer that both your resume and the cover letter are part of the same application.

June 2, 2017

Dear Mr. Smith,

People are more likely to respond favorably to cover letters addressed to a real person, vs. "Dear Hiring Manager". Be sure to identify a person within the company using LinkedIn, Google and the company webpage to try and identify the hiring manager or supervisor. Your last option should be "Dear Hiring Manager".

Paragraph #1 Goal: Show alignment to a company and why you are applying to the position.

Sentence #1:

Start with a short, impactful statement focusing on a larger industry interest tied to that company. This will get their attention. Look under a company's "About" webpage to get ideas for this. Be genuine and show alignment that both you and a company have the same interest.

Transforming industries through innovative technology fascinates me.

Sentence 2:

This is where you indicate the job title/job ID number and how you found the position. This can also be an opportunity to namedrop if you know a contact in the company, perhaps after meeting with an alum using LinkedIn:

After meeting with Olive Beale from Digital Asset Management, I learned about the various digital technologies that are being implemented at UI Labs. It was after this meeting that I realized that the Digital Industrial Engineering Intern position is what I am seeking, and so I am thrilled to offer you this letter and resume as an expression of my strong interest in this role.

Or, if there is no company contact, focus on the problems you can solve that could appeal to them.

As a future industrial engineer, I am someone who is looking to have a lasting impact utilizing technology to improve efficiency. Therefore, I am offering you this letter and resume as an expression of my strong interest in the Digital Industrial Engineering Intern position.

Section 3:

Transition into Paragraph #2, setting up the alignment between what they are seeking from the job description:

In addition to what you read in my resume, the following highlights illustrate the skills that you are seeking.

Paragraph #2 Goal: Illustrate specific examples of the skills you possess, using the position requirements from the job description. Indent with 3-4 bullets, pulling the exact language from the job description, underlining, and then offer a brief description using the Background, Action, Result (B-A-R) Method. You can also include what you learned. If there are preferred requirements/qualifications listed in the job description, and you have those skills, start with those for your 3-4 bullets.

- Experience with open source: While at X (Background), I did Y (Action), resulting in Z (Result). Ultimately, I learned...
- Experience with NoSQL: Same format as above.
- Ability to manage multiple projects and priorities:

Paragraph #3: Close with a focus on the company

UI Labs values people. The commitment to improving the economy while improving the lives of others is the kind of work environment where I can thrive best. I look forward to hearing back from you soon regarding this wonderful opportunity. Thank you for your time and consideration.

Or, you can also include an added piece of information about yourself, which can help set you apart. This can be something outside of engineering that may not be on your resume.

UI Labs values people. The commitment to improving the economy while improving the lives of others is the kind of culture where I can thrive. I, too, share a commitment to improving lives. I tutored low-income students on basic algebra in high school. In addition to the skills outlined in my resume and this letter, I gained mentoring, time management, and communication skills through this endeavor.

I look forward to hearing back from you soon regarding this wonderful opportunity. Thank you for your time and consideration.

Sincerely,
Job Seeker