Cover Letter Guidelines

Your street address
City, State and Zip Code
Email address
Phone number

Mr. or Ms. Last Name (only if you have a person's name)   Date
Job Title (only if you have used a person's name above)
Company Name
Street Address
City, State and Zip Code

Dear Mr. or Ms. Last Name **OR** Dear Hiring Team or Hiring Committee:

Explain why you are writing to this person, choices include: applying to an advertised job opening, referred by someone, heard a presentation by someone in the company, or read something interesting about the industry or company (state your source). In 1-2 sentences demonstrate your interest and your understanding of their company based on your research of the company.

- Choose 3-4 job requirements, qualifications or duties the company outlines in the job description.
- For each of the requirements, use an example to demonstrate how you, the job seeker meets each requirement.
- Use bullet points in this section for easier reading, or 1-2 short paragraphs

Create a transition sentence including your enthusiasm for the position. You could also add something about yourself which can help set you apart; this can be something outside of engineering that may not be on your resume. Request an interview or a meeting. Thank them for their time and consideration.

Sincerely,

Type your first name and last name

Sample Cover Letter

1200 W Harrison St.
Chicago, IL 60607
jobseeker@uic.edu
(312) 555-1234

Ms. Coppola-Conroy
Director of Engineering
Vidaris Inc.
851 S. Morgan St.
Chicago, IL 60607

January 5, 2018

Dear Ms. Coppola-Conroy:

I'm writing to support my application for a Junior Civil Engineer role that I saw posted with Vidaris, Inc. In my research I discovered that Vidaris is one of the leading consulting firms which specializes in energy efficiency, sustainability, and building envelope. Inspired by the talent and passion of Vidaris employees, here are a few examples of how we align:

- I have extensive experience with 3D software, including AutoCAD, Revit, and Rhino. I used AutoCAD and Revit to recreate a 3D house from floor plan drawings with accurate measurements. I have used Rhino to develop a 3D city for a project based on my concept that cities should be separated by natural or green areas.
- My internship with BDX Company afforded me the chance to perform cost analysis to determine budget for materials, labor, and a timeline to complete a rainwater drainage project.
- Working collaboratively on a team comes naturally to me. For my senior design expo project, I led a discussion with my 4-person team to identify each member's strength areas and helped the group distribute the necessary labor accordingly.

Opportunities to create sustainable and energy-efficient infrastructure are what inspired me to become a civil engineer. Based on these values that we share, I am excited about the potential to work with Vidaris to put my ideas into action. I would welcome a chance to meet to discuss my qualifications and interest. Thank you for your time and consideration.

Sincerely,

Type your first name and last name

Alternative Cover Letter for Email or Job Application Text Box

To the DroneDeploy Development Team:

I am writing to apply for your contract position as a .NET Developer. I am able to perform design, code, test, implement, and document solutions. I have experience with development in .NET applications and have extensive experience working with SQL server databases through my research assistant position in the Department of Electrical and Computer Engineering at UIC.

DroneDepoly sounds very exciting; I am thrilled to hear of the opportunity to help you develop an innovative web application that bridges the gap between data captured from drone devices and how it is reported to stakeholders. I would be delighted to speak with you further about my qualifications and background. Thank you for your consideration. I look forward to hearing from you soon.

Best Regards,

Job Seeker

Tips to Help You Write:

- The cover letter is your opportunity to inform an employer of your skills, experiences and accomplishments that match a job at their company.
- Pay attention to what the employer asks for in the cover letter and application. If they don't require a cover letter, you don't have to send one.
- Grammar counts. Many employers request a cover letter in order to determine a candidate's writing level. If you need assistance, take the time to visit the UIC Writing Center in Grant Hall: http://writingcenter.uic.edu/
- You **must** tailor each cover letter you write to each position that you apply for. This means that most of the text will be different with each application. Employers can easily spot a generic form letter.
- **Do not copy** cover letters, whole sentences, or phrases from any source, whether a book or online. There are 2 reasons for this: (1) Your cover letter should be in your voice. (2) More importantly, that is plagiarism.
- **IF an employer requires you to list your salary expectations in your cover letter:** Research entry-level salaries for the type of job you're applying to using 3-5 sources and provide your desired salary as a range, e.g. $63,000 to $68,000. Include this toward the end of the letter.
- Keep your cover letter to one page because anything more is too much information that employers don't need.
- You may copy and paste your header from your resume in lieu of writing your name and contact information at the top of your cover letter. Ensure that the font is the same for your resume and cover letter.