

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

Date

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

Application Cover Letter Guidelines

Jennifer M. Allen, Steven Hougland



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