

YOUR NAME

Sample
Cover Letter:
Based on Job
Posting

512 Student Lane
New Albany, IN
812-944-1234
gus@ius.edu

April 8, 20XX

Mr. Michael Engineer
Engineering Inc.
1234 Project Drive
Jeffersonville, IN 47130

Dear Mr. Engineer:

Please accept this letter and enclosed resume as evidence of my interest in the Project Engineer position. I learned of this opportunity through your job posting on the Indiana University Southeast Career Development website.

In May of 20xx I will receive a Bachelor of Science in Engineering degree, which has exposed me to the field of project engineering. I have always been able to perceive problems and formulate their solutions. This and a strong desire to perform well have led me to make many suggestions to employers—even when my job was not directly related to the situation. I have been awarded twice for ideas that saved significant money for my current employer.

You will notice in my enclosed resume that in 20xx that I have interned in an Engineering Department where I contributed to the project team by tracking assignment schedules, performed initial review of control drawings, and collaborated with support engineering disciplines to meet required deliveries and customer satisfaction. Working on the project team helped me strengthen my interpersonal skills and have a more holistic understanding of project engineering.

Referring to your job description you are looking for a candidate with demonstrated analytic and computer skills, knowledge of ASME Codes and product application, and the ability to multitask. I believe the experiences highlighted throughout my enclosed resume will demonstrate to you I meet your preferred qualifications. I look forward to talking with you about this opportunity. You may reach me by phone at (812) 944-1234 or by email at gus@ius.edu.

Sincerely,

YOUR NAME

NOTE: If you are sending your cover letter electronically, you do not need to include your signature and can simply type your name. If you are handing your application packet to an employer in person, include BOTH your signature and type your name below the signature.

YOUR NAME

Sample Cover Letter:
Based on Employment
Location Interest

512 Student Lane
New Albany, IN
812-944-1234
gus@ius.edu

April 8, 20XX

Ms. Susie Pharmacy
Personnel Director
Pharmaceutical Inc.
1234 State Street
Evanston, IL 60201

Dear Ms. Pharmacy:

In the course of completing my senior research paper in chemistry, I became familiar with your organization's work in vitamin analysis. I would like to explore the possibility of joining your pharmaceutical Quality Control Department in an analytical position.

My senior research paper was titled "Instrumentation for Vitamin Analysis: A study of Time and Cost Effectiveness for Industrial Quality Control." My research involved the study, charting, and testing of Spectrophotometers, and Column Chromatography. I will also present this topic at the Indiana University Southeast research Conference in April of this year.

While attending school for the past two years, I have worked as a laboratory technician in quality control and have been involved in a variety of analytical assignments. All of the requirements for the Bachelor of Science Degree in Chemistry will be completed by May of this year. I believe my educational background and experience would enable me to make a positive contribution to a career with analytical responsibilities.

I would appreciate the opportunity to discuss my background and your organization at a personal interview. You may reach me by phone at (852) 944-1234 or by email at gus@ius.edu.

Thank you for your consideration.

Sincerely,

YOUR NAME

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YOUR NAME

Sample
Internship
Cover Letter

512 Student Lane
New Albany, IN
812-944-1234
gus@ius.edu

April 8, 20XX

Mr. Social Media
Social Media Inc.
1234 First Street
Louisville, KY 40202

Dear Mr. Media:

I am applying for the social media internship position within your marketing department that was advertised on the Indiana University Southeast (IU Southeast) Career Services Office website. Currently, I am a junior at IU Southeast earning a Bachelor of Science in Business degree with a concentration in Marketing.

Recently I completed a project in my Advertising and Promotion Management course focused on using social media to increase brand awareness. On this project four teammates and I researched various companies to analyze how they were using social media to promote their products and raise awareness of their brand. This project not only exposed me to various social media sites; but also, provided me with experience in research, teamwork, and presentation skills. The topic of utilizing social media as a marketing tool really fascinates me.

In addition, I have successfully maintained a good grade point average while working 20 hours a week as a sales representative to finance my education. Please review my attached resume. If you should have any questions please contact me by phone at (812) 944-1234 or via email at gus@ius.edu.

Sincerely,

YOUR NAME

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YOUR NAME

Cover Letter
Template

512 Student Lane
New Albany, IN
812-944-1234
gus@ius.edu

Date

Employer Name
Employer Address

Dear Mr./Ms./Dr. Employer:

First Paragraph

Indicate why you are writing and how you heard about the employer or the employment opportunity.

Middle Paragraph(s)

Provide statements that show that you are genuinely interested in the employer. Explain that you have done research or have read about the company and are enthusiastic about its products, organization, or some other aspect of the firm; or explain that your experience and background are compatible with the firm's interests and objectives and thus make you a viable candidate for the job.

Other candidates probably are vying for this same position. Therefore, it is imperative that you identify those qualities that make you unique. Be sure to express any particular strength you will bring to the company or position. This is a "sales" paragraph. Be specific and convincing. You must stand out from the other candidates. Ask yourself, "Why should the employer want to interview ME for this position?" Now sell that idea to the employer.

Most ads will list the requirements the organization is seeking in the successful candidate. Be certain to indicate how you meet each of these requirements. **IF you do not** meet one or more of these requirements, do not bring this to the attention of the reader. Simply skip any reference to that requirement. Remember, you must accentuate the positive and eliminate the negative.

Last Paragraph

Ask for an interview in a positive manner and suggest a course of action. For example: "I would like to discuss with you the possibilities of joining your organization and am available for a personal interview at your convenience. I can be reached at the above address or by telephone at (812) 555-1234. If you are unable to contact me within two weeks, I will call to arrange a mutually convenient time for an interview. Thank you for your consideration." The online examples show acceptable styles for your professional correspondence. Note that your return address at the top of the letter lines up with the closing and your typed name. The inside address should be identical to the address on the envelope. The 'greeting' should use Mr., Miss, Mrs., or Ms. with the last name of the person to whom the letter is written. A colon (:) should be used after the greeting.

Sincerely yours, Very truly yours, Sincerely. Note that the first word is capitalized and the other words are not. The 'closing' is followed by a comma.

YOUR NAME

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