

COVER LETTER FORMAT SAMPLE:

Your Current Address
City, State Zip Code
Date

Mr./Ms. Name of Person to Whom You are Writing Job
Title Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name (Write the full name if you are unsure about gender):

In the first paragraph clearly state your objective, why you are interested in the position, how you found out about the organization or the position, and why you are qualified:

I am interested in applying for the Chemical Engineer Internship with your organization advertised with Wayne State University Handshake online job database. This position seems to fit well with my education, experience, and career interests.

In the second and/or third paragraph(s), use specific examples to demonstrate why you would be a good match for the position. Focus especially on your transferable skills. Examples may come from course work, research, internships, summer jobs, campus activities, and other experiences. Be specific, this paragraph may change from employer to employer. Do not re-state your resume here. Be creative and genuine.

Through my coursework < add specific courses> I have gained an understanding of <technical skills>. This experience illustrated the importance of organizational skills and reaffirmed my interest in pursuing a career in engineering.

The fourth paragraph tells the employer what attracts you to the organization, displays your relevant skills and experience will add value and fit into the organization.

After taking time to research your organization, I am impressed with your excellent reputation for < look at company's profile/ mission statement>.

The last paragraph closes the letter, requests a personal meeting and indicates your follow-up plans. Please make sure to not go over 1 page (typically 500 word count)

Enclosed is my resume for your review. I have the desire and enthusiasm to make a difference at your company. I welcome the opportunity for a personal meeting to discuss my qualifications. Please contact me should you have any questions regarding my candidacy I look forward to hearing from you soon.

Sincerely,

Your Full Name