

## Your Name

Email | Phone | City, State | LinkedIn Custom URL | GitHub URL (if applicable)

### TOP HEADER

- Use an easy-to-read font
- City, State (or Country) only – no street address

### HEADING

Date, hiring manager's name, their title, company name, & address.

Today's Date

Jamie Jung, Recruiter (address letter to an individual if a name is available)  
Gompel Engineering  
123 Higgins Road  
Worcester, MA 00000

### GREETING

- Use full name of recipient
- Avoid using "To Whom It May Concern"
- Options: Dear Hiring Manager, Human Resources, etc.

Dear Jamie Jung:

I am writing to apply for the R&D Product Development Summer Intern position, found on WPI's Handshake system. I am currently a junior pursuing a Bachelor of Science in Mechanical Engineering. Gompel Engineering's focus on sustainable practices through innovative design fits well with my career interests and experience. This is demonstrated by my recent group project in Santa Fe, NM designing a self-sustaining water irrigation system for high altitudes.

Through my academic project work I have developed abilities in 3-D design and modeling, an understanding of materials, and have practiced different manufacturing technologies. For example, in my Manufacturing Science, Prototyping, and Computer-Controlled Machining course, I along with two teammates created mechanical drawings and designs in SolidWorks. We then modeled, machined, and assembled the parts of a working Stirling engine, meeting all requirements and deadlines.

In addition to academic team projects that require collaboration and strong writing and presentation skills, I also have honed my leadership and communication skills as the Vice President of the WPI Marching and Pep Band. Throughout all my experiences, I have used my dedication to efficient and creative problem solving and my ability to prioritize and manage competing demands. I am eager to apply my engineering knowledge and skills at Gompel Engineering and look forward to speaking with you about the internship. Thank you very much for your consideration.

Sincerely,

Aisha Humphrey

### INTRODUCTION

- Mention position title and how you learned about it.
- Express your enthusiasm for and/or a connection to the company
- Demonstrate your interest in the company by mentioning why you want to work for this organization or in this role.

### BODY

- Carefully read the position description to learn what skills & qualifications are most relevant to the role.
- Demonstrate your knowledge and experience with these skills and qualifications through one or two specific examples.
- If you lack specific experience, you can use examples from school, volunteer work, clubs, teams, self-study, etc.

### CLOSING

- Add information about yourself that strengthens your message (optional)
- Reiterate your interest for the position and organization
- Thank them for their consideration

### ADDITIONAL TIPS

- Tailor your cover letter for every position you apply for by avoiding a generic one-size-fits-all approach.
- Use the position description and company info on the website as a guide.
- Avoid clichés ("I am a hard worker," "I'm a team player," "I have good communication skills").
- Highlight your strengths ("I have advanced technical skills"), but always follow up with a specific example. "Show, don't tell."
- Remember to focus on Context—Action—Results (CAR) ("results" can also refer to your approach and process and what you gained from the experience).
- The overall tone should be "this is what I can do for you /this is how I will add value to your company."
- Avoid common phrases such as "My name is" (you already have your name in the signature) "I am" (same as "My name is"), "I am willing to work hard and learn a lot", "I will call you to arrange an interview."

### FORMATTING TIPS

- Easy to read font, usually 10-12 pt size
- Single spaced, add one space between paragraphs
- File name ex: FullNameCoverLetter.docx (Convert to PDF unless another format is specified on the application instructions)
- .5" – 1" Margins
- Spell check and proofread

# Cover Letter Guide Tutorial

**Julia Cass-Liepmann**



## Cover Letter Guide Tutorial:

**Author's Guide to Journals in Library & Information Science** Norman D. Stevens, Nora B. Stevens, 2019-12-05 This book first published in 1982 focuses on providing information about the policies and practices surrounding the preparation and submitting of articles to the major journals in library and information science This guide includes all the major American Canadian British and international professional journals that solicit accept and publish articles in the field

**Designing and Supporting Computer Networks, CCNA Discovery Learning Guide** Kenneth Stewart, Aubrey Adams, Allan Reid, Jim Lorenz, 2008-04-29 Designing and Supporting Computer Networks CCNA Discovery Learning Guide is the official supplemental textbook for the Designing and Supporting Computer Networks course in the Cisco Networking Academy CCNA Discovery curriculum version 4 In this course the last of four in the new curriculum you progress through a variety of case studies and role playing exercises which include gathering requirements designing basic networks establishing proof of concept and performing project management tasks In addition within the context of a pre sales support position you learn lifecycle services including upgrades competitive analyses and system integration The Learning Guide written and edited by instructors is designed as a portable desk reference to use anytime anywhere to reinforce the material from the course and organize your time The Learning Guide s features help you focus on important concepts to succeed in this course Chapter Objectives Review core concepts by answering the focus questions listed at the beginning of each chapter Key Terms Refer to the lists of networking vocabulary introduced and highlighted in context in each chapter The Glossary defines each key term Summary of Activities and Labs Maximize your study time with this complete list of all associated exercises at the end of each chapter Check Your Understanding Evaluate your readiness with the end of chapter questions that match the style of questions you see in the online course quizzes The answer key explains each answer Challenge Questions and Activities Apply a deeper understanding of the concepts with these challenging end of chapter questions and activities The answer key explains each answer Hands on Labs Master the practical hands on skills of the course by performing all the tasks in the course labs included in Part II of the Learning Guide Portfolio Documents Develop a professional network design portfolio as you work through real life case studies All the course portfolio documents and support materials are provided for you in this Learning Guide and on the CD ROM How To Look for this icon to study the steps you need to learn to perform certain tasks Interactive Activities Reinforce your understanding of topics with exercises from the online course identified throughout the book with this icon The files for these activities are on the accompanying CD ROM Packet Tracer Activities Explore and visualize networking concepts using Packet Tracer exercises interspersed throughout some chapters The files for these activities are on the accompanying CD ROM Packet Tracer v4 1 software developed by Cisco is available separately Hands on Labs Master the practical hands on skills of the course by working through all 71 labs in this course included in Part II of the book The labs are an integral part of the CCNA Discovery curriculum review the core text and the lab material to prepare for

all your exams Companion CD ROM See instructions within the ebook on how to get access to the files from the CD ROM that accompanies this print book The CD ROM includes Interactive Activities Packet Tracer Activity files All Portfolio documents IT Career Information Taking Notes Lifelong Learning This book is part of the Cisco Networking Academy Series from Cisco Press Books in this series support and complement the Cisco Networking Academy curriculum

*Use and Impact of Computers in Clinical Medicine* James G. Anderson, Stephen J. Jay, 2012-12-06 Computer technology has impacted the practice of medicine in dramatic ways Imaging techniques provide noninvasive tools which alter the diagnostic process Sophisticated monitoring equipment presents new levels of detail for both patient management and research In most of these high technology applications the computer is embedded in the device its presence is transparent to the user There is also a growing number of applications in which the health care provider directly interacts with a computer In many cases these applications are limited to administrative functions e g office practice management location of hospital patients appointments and scheduling Nevertheless there also are instances of patient care functions such as results reporting decision support surveillance and reminders This series Computers and Medicine focuses upon the direct use of information systems as it relates to the medical community After twenty five years of experimentation and experience there are many tested applications which can be implemented economically using the current generation of computers Moreover the falling cost of computers suggests that there will be even more extensive use in the near future Yet there is a gap between current practice and the state of the art

**Encyclopedia of Careers and Vocational Guidance**, 2011 Praise for the previous edition An outstanding resource for all libraries Library Journal starred review useful for job seekers and career centers of all types recommended American Reference Books Annual Highly recommended for secondary school public and academic libraries Booklist provides a comprehensive overview of a vast array of occupations a great place to start a career search School Library Journal Encyclopedia of Careers and Vocational Guidance now in its 15th edition remains the most comprehensive career reference in print This unparalleled resource has been fully revised and updated to contain the most accurate and current career information available In Five Volumes and More than 4 100 Pages of Information The five volume Encyclopedia of Careers and Vocational Guidance 15th Edition is an essential resource for public college high school and junior high school libraries career centers guidance offices and other agencies involved with career exploration More than 800 articles have been revised and updated since the last edition to reflect accurate up to date career information Along with revisions and updates to all articles included here are more than 35 new career articles and more than 100 new photographs Each article offers expanded career information sidebars and other user friendly features Called out by graphic icons are the top 10 fastest growing careers and the top 10 careers that experts predict will add the greatest number of positions through the year 2018 Extensive Online References and On the job Interviews More than 2 500 Web sites selected for inclusion based on the quality of information they provide are listed in the career articles and refer users to professional

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Microsoft Powerpoint 2000 Introductory Edition Timothy J. O'Leary,Linda I. O'Leary,1999-11 The O Leary Series is the true step by step way to develop computer application skills The new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text Microsoft PowerPoint 2000 Timothy J. O'Leary,Linda I. O'Leary,1999 The O Leary Series is the true step by step way to develop computer application skills The new design emphasizes the step by step visual approach with screen captures for every concept introduced throughout the text

**Writing Software Documentation** Thomas T. Barker,1998 Part of the new Allyn Bacon series in technical communication Writing Software Documentation features a step by step strategy to writing and describing procedures This task oriented book is designed to support both college students taking a course and professionals working in the field Teaching apparatus includes complete programs for students to work on and a full set of project tracking forms as well as a broad range of examples including Windows style pages and screens and award winning examples from STC competitions

Starting Your Career Laura Praglin,1999 Starting Your Career The Best Resources To Help You Find the Right Job is

targeted primarily at the several million new college graduates trying to find their first job and to other young adults beginning their careers

**Christian Writers' Market Guide 2006** Sally E. Stuart, 2006 For more than twenty years the Christian Writers Market Guide has offered indispensable help to Christian writers The 2006 edition includes up to date listings of over twelve hundred markets for books articles stories poetry greeting cards and more including information on forty new book publishers eighty three new periodicals and thirty four new literary agents

Christian Writers' Market Guide 2004 Sally Stuart, 2004-01-20 The Ultimate Resource for Successful Christian Writers Do you want to get your work published or keep your work published but you don't know where to start With current information on over 1 200 markets for the written word the Christian Writers Market Guide is an indispensable resource for Christian writers The nineteenth edition of this guide includes topical listings for magazine and book publishers helpful market analysis lists of literary agents and contact information for special markets editorial services writers conferences and groups photography markets and more The most complete and accurate publishing resource for Christian writers the Christian Writers Market Guide provides what no other resource can An indispensable tool For all you writers on Christian topics this is the reference you have to buy

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**CLASS Communique** **A Guide to Chicagoland Magazines**, 2003 Career Transitions, 1999 Finding a Job in New York State, 2008-07 Christian Writers' Market Guide 2007 Sally Stuart, 2007-01-16 Now updated for 2009 comes one of the most comprehensive marketing resources for Christian writers with information on agents editors publisher guidelines specialty markets and more

*Seattle Job Bank 13th Edition* Erik Herman, 2004 JobBanks include company profiles featuring full company name address and phone number contacts for professional hiring a description of the company's products or services listings of professional positions commonly filled educational backgrounds sought fringe benefits and internships offered Each JobBank also includes sections on job search techniques information on executive search firms and placement agencies Web sites for job hunters professional associations and more

**Guide to College Reading** Longman Publishing, Prentice Hall PTR, 1999-10 Cass and Birnbaum's Guide to American Colleges Julia Cass-Liepmann, 1996 The only college resource that combines the statistical data of a mega guide with the personal information of an evaluative guide Cass Birnbaum's Guide to American Colleges profiles more than 1 500 fully accredited American colleges providing complete coverage of admissions requirements academic programs campus life faculty student activities and more

**Gle ACC Twe 1st Year 2000** Donald J. Guerrieri, F. Barry Haber, William B. Hoyt, Robert E. Turner, 1999-04 Focuses on a business perspective by using examples from the business world to illustrate accounting concepts

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