# Cover Letters

WPI | Heebner Career Development Center

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

## Your Name

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

**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)*
Gompei 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:

**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.

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. Gompei 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.

**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.

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 Gompei Engineering and look forward to speaking with you about the internship. Thank you very much for your consideration.

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

Sincerely,

Aisha Humprey

**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**
- East 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