



COVER LETTERS

Never underestimate the power of correspondence in your job search. Your cover letter, in particular, is an important marketing tool. It highlights your most attractive qualifications as a potential employee and, if well written, will lead the employer to your resume. Cover letters are a valuable way for you to highlight your interest in a potential job or internship. Throughout your job search, you have the opportunity to demonstrate your communication skills with a professional tone in each written or face-to-face interaction you have with potential employers.

COVER LETTER ESSENTIALS

WHAT IS A COVER LETTER?

A cover letter shows an employer that you:

- Know what you are applying for
- Are interested in the job and the employer
- Have a resume worth reading
- Understand how to write a professional letter

Your goal is to convince the reader that you want to work for this organization and to articulate how your qualifications fit the employer's requirements for the position.

Essentially, your letter should answer the questions,

- Why do you want to work for us?
- Why should we call you for an interview for this position with our organization?

HOW DO I WRITE AN EFFECTIVE COVER LETTER?

Read on for tips on how to prepare to write your first draft, what to include, and how to format a cover letter for a job, internship, or research assistantship.

DO I HAVE TO WRITE A DIFFERENT COVER LETTER FOR EACH POSITION?

Yes, you do. This approach is much more effective than sending out hundreds of identical form letters. Recruiters can tell (and are not impressed) when applicants use a template, simply changing the name of the position and company for each letter.

DO I ALWAYS NEED A COVER LETTER?

Not all job or internship postings you find in Careers4Engineers or elsewhere require you to upload a cover letter. If a C4E job does not require a cover letter, you can still paste one into the Notes section of the application.

However, you will often write a cover letter when submitting a job application on your own.

WHERE TO START

RESEARCH THE ORGANIZATION

The first step to researching the company is understanding **what the company does**. Go on the company website and look for the following sections:

- About Us
- Projects
- News / Newsroom / Media

The second step is to understand **what the position and company you are applying to is like**. There are several ways to do this research:

1. Look for a section on the company website with a title like “Life at [Company Name].”
2. Use the **reviews** section on **Glassdoor.com** to find any input from employees who work in the role or used to.
3. Contact alumni on LinkedIn that work/ed at the company. To find alumni use these steps:
 - a. Search “University of Maryland”
 - b. Click “alumni” on the left-hand side
 - c. Type in the company name
 - d. Under “where they work,” click the name of the company.
 - e. Connect with the alumni by sending a message indicating your interest in their experience.

ANALYZE THE POSITION DESCRIPTION

The position description is the **most important resource** to writing a strong cover letter (besides your own experiences, of course!) When you analyze a position description, follow these steps:

1. Print the position description.
2. Read the description carefully.
3. Using a pen or highlighter, identify the parts of the description that you have experience with or otherwise applies to you.
4. Write down examples of experiences that match what they are looking for.

What if I don't have a job description or if I'm writing to a faculty member?

If you are applying to a company without a job description, use the steps to the right to research the position. If you are applying to work with a faculty member, research their current and past research projects. **In your cover letter, write about your skills and qualities that would be most transferrable to the work done with that position.**

KNOW THE BUSINESS LETTER FORMAT

1. **Your return mailing address or the same header as your resume**
2. **Date you are writing**
3. **Employer Contact Information (usually hiring manager or recruiter)**
 - Salutation(Mr., Ms., Dr.) + First & Last Name
 - Job title of the person you are writing
 - Name of Company/ Organization
 - Mailing Address of Company
4. **Salutation**
 - Dear Ms./Mr./Dr. + Last Name
 - Follow with colon (:)
5. **Body of letter (introduction, example paragraphs, closing)**
6. **Closing and Signature**
 - Handwritten signature only necessary if you will be mailing a hard copy of the letter

123 State St., Apt 100
College Park, MD 20740

August 14, 2018

Ms. Jane Doe
Coordinator, Campus Recruiting
ABC Manufacturing
Street Address
City, State Zip

Dear Ms. Doe:

Intro paragraph

Example Paragraph 1 (and 2, if needed)

Closing paragraph

Sincerely,

Printed Signature

COVER LETTER OUTLINE

Once you have identified a couple of great examples of your qualifications and you have researched the employer, you are ready to write a draft of your letter. Here is what you might write in each paragraph:

First Paragraph (Introduction)

Introduce yourself, your interest, and your qualifications.

- Name the position and identify how you became aware of it (career database at the University of Maryland, etc.)
 - If you learned of the position from a recruiter at a career fair, mention the person's first and last name and the event name and date.
 - If there is an identification number for the position, include it in parentheses.
- Explain why you are interested in the organization and position.
 - Concisely answer this question: "Why do I want to work at this company in this role?"
 - If a current employee of the company has recommended you for the position, mention that person's name and point out that he or she suggested you write.
 - In one or two sentences, introduce your strongest qualifications for the position which you will give examples in the next paragraph.

"As a rising senior studying Chemical Engineering and Entrepreneurship at the University of Maryland, College Park, I am thrilled to have the opportunity to apply to the **GE Oil & Gas OMLP position**. My experience over the last two summers at GE has been incredible thanks to the supportive staff of engineers and shop technicians and because of the challenging, multidisciplinary nature of my projects. Since learning about OMLP during my term at Control Valves Inc. this summer, *I have been motivated by the immediate prospect of hands-on work, leadership challenges, supply chain analytics and continued education provided by OMLP.*"

Candidate identifies **the exact position, why he or she wants to work for the company,** and *the skills that he or she has that will be discussed later.*

Middle Paragraph(s)

Answer the question "why am I qualified for this position" using your experience as examples.

- Introduce a strong experience (or two) that relates to the position you are applying for.
- Use the **CAR (Challenge, Action, Result)** method to tell a brief story about your experience.

"As my resume indicates, I worked at the U.S. Army's Aberdeen Test Center (ATC) for 3.5 years in the business of test and evaluation of military equipment as an engineering student trainee. There I worked on several fire control system performance tests of foreign weapons ranging from small arms to tanks and have written a technical test report on the performance of a foreign tank's fire control system. Since I worked with both engineers and technicians, I effectively bridged the communication gap between these two groups *so our team could successfully plan and execute tests. Thanks to this experience, I currently hold a U.S. Secret clearance.*"

- **Challenge:** Candidate shows employers that this candidate has adapted his skills to a wide variety of tasks, proving that he or she did something challenging and impressive.
- **Action:** Candidate clearly defines what he or she did during this position. You want these details to match what the employer is looking for on the job description.
- **Result:** Candidate relates how his actions resulted in specific successes.

Closing Paragraph

Summarize your qualifications and focus on next steps.

- Reiterate your interest in the position and organization.
- Request an interview and indicate how and when you can be contacted. Include your email and phone number.
- If you will be relocating to or visiting the city where the company is located, or you will be attending a certain conference or meeting that you know company representatives also attend, you can mention that here.
- Thank the reader for his/her consideration.

“I am confident that with my interpersonal and analytical skills outlined above, I can positively contribute to DuPont’s internship program. Please be in touch at (123)456-7890 if you have any questions or would like to further this conversation. Thank you for your time and consideration. I look forward to hearing from you.”

Candidate **reiterates relevant qualifications**, provides contact information and suggests further communication, and *thanks the reader*.

EDITING YOUR COVER LETTER

MAKE IT SHORT.

The ideal cover letter does not exceed one page. Remove any experiences that do not describe your skills and experiences in the context of the company’s needs based on the job description and your research on the organization.

If you are having trouble cutting down your letter, come in to Engineering Career Services to discuss what information you should keep and what you can discard.

EDIT FOR CLARITY.

Look for ways to describe your experiences as succinctly as possible. Look at the differences between the sentences below:

“I believe that my technical skills and project experience using CAD and MATLAB make me a great candidate for this position.”

“My experience using CAD and MATLAB qualify me for this position.”

The overall meaning of these sentences are the same, but the first one is twice as long. Which sentences in your cover letter can you reduce?

FOCUS ON THE POSITIVE.

Don’t mention how you are NOT qualified. Highlight the transferable skills and unique accomplishments you do have, leaving out irrelevant information.

REFLECT THE JOB DESCRIPTION.

Make sure all of the skills and experiences you describe relate to the position at hand. If it isn’t on the job description or transferrable to the position, leave it out.

KEEP THE TONE AND CONTENT PROFESSIONAL.

Use language you would use with a professor, not your roommate. Don’t try to be funny, don’t get too personal, and don’t ask for or assume you will get the job.

PROOFREAD.

Many recruiters will dismiss even the most qualified candidate if there is one typo in a cover letter or resume. Poor grammar also makes a bad impression.

Reread your letter two or three times, preferably out loud. then bring your draft cover letter to our office for a critique to make sure you didn’t miss anything.

SUBMITTING YOUR APPLICATION

MAKE SURE THE TITLE OF YOUR DOCUMENT IS PROFESSIONAL AND IDENTIFIABLE

Save your document using your name and indication that it is a cover letter. For example, "Tara Jones Cover Letter."

UPLOAD DOCUMENTS AS PDFS

Whether you are submitting via email, on Careers4Engineers, or using another job board or company website, **make sure you send the PDF version of**

your resume and cover letter.

Double-check that the document maintains its formatting as a PDF before you send it.

IF SUBMITTING BY EMAIL, FOLLOW THESE GUIDELINES

- Make sure your subject line is specific, ideally including the position title, as in, "Application for Field Engineer Intern Position (#12345)."
- Include a brief message in the body of the email.

Example: Sending Application by E-mail

Dear Ms./Mr./Dr. X,

I have attached my application materials for the Entry Level Mechanical Engineering Rotational Program at Lockheed Martin (Position #ABC123). Thank you so much for the opportunity to apply to this position.

Sincerely,
Tara Jones
1234 Campus Way
College Park, MD
20740
123-456-7890

To Follow Up or Not - That Is the Question

If the application specifically says "*No follow-ups or phone calls*", **do not** email or call the employer, no matter how tempting it may be. This will come off as though you do not know how to follow directions, or as though you lack attention to detail.

Otherwise, it is generally acceptable to contact an employer after submitting your application materials to ensure your materials were received and to inquire about when you might expect to hear from them regarding an interview. **This can be done once**, typically about a week after submitting your application. Consider this example:

"Dear Mr./Ms. [Name of Recruiter],

"I submitted my application for ____ position last week, and wanted to ensure my materials were received. I am very interested in X position and think it is a great match for me and my future goals. I would welcome the opportunity to meet in person to discuss my qualifications and to answer any questions you may have."

FOR MORE GUIDANCE

ENGINEERING CAREER SERVICES

Our advisors are happy to proofread a draft cover letter for you. No appointment is needed.

Bring the printed letter and job description during our regular office hours.

See our website, handouts and workshops for tips to effectively use your written communication skills through the job search process.

From adapting your resume for a new industry to asking for more time to respond to an offer, strong communication skills are a minimum requirement for any employer.

CAMPUS RESOURCES

The Graduate School Writing Center offers support for graduate students in all disciplines to develop academic writing skills. In addition to workshops and online resources, there is a service for "English Editing for International Graduate Students."

Learn more at <https://www.gradschool.umd.edu/graduate-school-writing-center>.

The UMD Writing Center is able to assist undergraduate students who wish to become better writers. They provide in-person or online tutoring appointments, but not proofreading or editing services.

Learn more and schedule a consultation at <http://www.english.umd.edu/academics/writingcenter>.

COVER LETTER EXAMPLES

LOCKHEED MARTIN AERONAUTICAL ENG. POSITION

Duties include: Design, develop, and test next-generation Reentry Field Support Equipment (RFSE) for the U.S. Air Force's Minuteman III Intercontinental Ballistic Missile (ICBM) system. Successful candidate will be a member of a focused team, and interface with peer-level team members.

Required: BS in Aeronautical Engineering or related field. Aircraft performance background testing a plus. Good oral & written communication skills. Demonstrated leadership skills.

2345 Saint Michaels Pl.,
College Park, MD 20742

October 18, 2018

Hiring Manager
Aerodynamics & Fluids Department
Space Systems Company
Lockheed Martin
Valley Forge, PA 12345

Try to find the name of the hiring manager or HR contact in the job description, on their website, or in C4E.

If you really can't find a name, you can address your letter to "Hiring Manager."

Dear Hiring Manager:

Thank you for considering me for the Aeronautical Engineer Associate position within AF Reentry System Programs of Lockheed Martin Space Systems Company (Requisition # 12345AB). I learned of the position through Lockheed Martin's website and became immediately drawn to the prospect of challenging work on mission critical projects, such as for the U.S. Air Force. I look forward to continuing to build on my experience in aircraft performance, testing, and design in the defense industry.

As my resume indicates, I worked at the U.S. Army's Aberdeen Test Center (ATC) for 3.5 years in the business of test and evaluation of military equipment as an engineering student trainee. There I worked on several fire control system performance tests of foreign weapons ranging from small arms to tanks and have written a technical test report on the performance of a foreign tank's fire control system. Since I worked with both engineers and technicians, I effectively bridged the communication gap between these two groups so our team could successfully plan and execute tests. Thanks to this experience, I currently hold a U.S. Secret clearance.

I am also the project manager for UMD's Design, Build, Fly (DBF) competition team. As part of the development of our radio-controlled cargo UAV, I am gaining experience in wind tunnel testing, aerodynamic design and analysis, control surface design, structural design and analysis, composite manufacturing, and project management. I am enrolled in a Flight Testing class that will refine my knowledge of and experience with aeronautical testing that will start with DBF. I further honed strong leadership and communication skills during my successful efforts to earn the rank of Eagle Scout with the Boy Scouts of America.

I am confident my technical, communication, and leadership abilities will enable me to positively contribute to the mission of Lockheed Martin as an Aeronautical Engineer. I welcome the opportunity to discuss this opportunity further by e-mail at Mdwest25@terpmail.com or phone at 234-567-8901. Thank you for your consideration.

Sincerely,

(Mr.) Michael D. West

COVER LETTER EXAMPLES

ENTERPRISE MODEL RISK INTERN

Summer Intern Program Requirements:

C++ Programming in UNIX and Windows platforms.

Excellent communication and analytical skills due to the large amount of interaction with team members and customers regarding code-related issues.

Preferred: Experience with application design, coding and testing of new business initiatives. Analyzing and solving programming issues on assigned production and/or development systems. Java, J2EE, webMethods Cloud, Salesforce, IBM DevOps, SAP.

Mail application to:

10017 Brookstone Drive
Upper Marlboro, MD 20772

November 21, 2018

Mary Larson
Freddie Mac
123 Big St.
McLean, VA 22102

Dear Ms. Larson:

I am writing to express my interest in the Technical Intern position at Freddie Mac as posted by the Engineering Career Services Office at the University of Maryland. Freddie Mac's mission to provide low- to middle-income homeowners and renters with lower housing costs and better access to home financing is truly a valuable public service. I know that I would be an asset to your organization. In particular, I have proven myself to be a strong team leader and communicator on top of excelling in my coding courses.

During my freshman year, I collaborated with eight other students to build an over-sand vehicle. Because I was the only woman in the team, and especially because I also identify as Hispanic, I faced discrimination from my teammates who assumed I didn't know how to operate power tools and program which resulted in an unequal distribution of work. While my teammates were eager to control the project without my input, I stood my ground as a sub-team leader and reassigned the work fairly. Afterwards, I used my cross-cultural communication and conflict resolution skills to develop rapport between members and worked together with them to create a timeline for the project. Because of my leadership in delegating tasks and organizing collaboration, my sub-team successfully finished its tasks before any other sub-team in the entire class.

As a Control Systems Intern, I assisted in the design and implementation of a control emergency shutdown and process visualization system with a team of 3 engineers. The project included extensive hardware design of digital and analog control boards and implementation of control algorithms, and programming in C/C++ and X86 Assembly. I have also completed courses in C/C++ and JAVA programming and have worked with platforms such as UNIX and Windows. Because of my success in these classes, I have been able to maintain a 3.75 GPA.

I am confident that my skills and qualifications will enable me to make a positive contribution to the summer intern program. I would be happy to further discuss my experience and the value I can offer you as a Technical Intern. You may call me at (301)555-1234 to schedule an interview. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(Handwritten Signature Here)

Keisha Taylor

Mary Larson
Freddie Mac
123 Big St.
McLean, VA
22102

Focusing on identity-related experiences is an excellent way to prove how your identity is an asset to you, but you are not required to discuss your identity at any part of the application or employment process.

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Qualifications: The specific skill requirements will be determined based on the available assignments, but all candidates must meet the following qualifications:

Rising Junior or Senior in a 4-year ABET accredited undergraduate engineering program, OR Graduate student in an ABET accredited engineering program

The following disciplines will be considered: chemical engineering, civil engineering, materials or metallurgical engineering, mechanical engineering

High GPA (3.00 / 4.00 minimum)

Have the right to work in the U.S. without restriction

In addition to the above qualifications, the candidate must demonstrate the following skills and interests:

Problem-solving, analytical and interpersonal skills

Written/verbal communication and presentation skills

Ability to work in cross-functional teams to deliver concrete project deliverables in a timely manner

Previous co-op or research experience in the area of interest is preferred

Choose a Resume to submit for this position.

RESUME:

Newest Resume

+ Add New

If you would like to add an optional personal note to the

NOTES:

Applying through C4E but no cover letter is requested? You can paste your cover letter into the "Notes" section of the Apply box.

Dear Dr. Chen:

I am writing to express my interest in applying to Dupont's Summer Internship Program. I attended your DuPont information session at the University of Maryland, College Park and was later informed of this program through e-mail. As a junior Chemical Engineering major, I am excited by the prospect of working in various departments of the company to grow my skill set in multiple areas of chemical manufacturing and product design. I look forward to applying the engineering fundamentals that I have developed through my internship and project experience to hands-on projects at DuPont.

This past summer, I participated in a renewable energy internship program in Panama where I worked on an interdisciplinary team to research viable system implementations in various locations. I became familiar with how solar, wind, hydrogen, and geothermal systems work and, by the end of the summer, was able to assist in the design of a solar energy system that would ultimately be implemented in a rural neighborhood. This experience, as well as my work in the UMD Engineers Without Borders (EWB) chapter, has driven me towards a career that focuses on the same values as DuPont: health, safety, and sustainability.

As a member of EWB, I have been collaborating on a project to design and implement a water sanitation system to support a population of several hundred people in Sierra Leone. I was responsible for researching filter types, and provided my top choices to the team within two months to keep our project on track. To ensure a functioning end product, I had to coordinate with other team members to ensure my filter choice coordinated with their irrigation design and were feasible for implementation. Once the design was completed, I helped present our final design to engineering faculty for approval.

I am confident that with my interpersonal and analytical skills outlined above, I can positively contribute to DuPont's internship program. Please be in touch at (123)456-7890 if you have any questions or would like to further this conversation. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Marta Perez

COVER LETTER EXAMPLES

GE OIL & GAS OPERATIONS MANAGEMENT LEADERSHIP PROGRAM (OMLP) POSITION

OMLP members have the opportunity to learn the entire supply chain, state of-the-art methods of manufacturing, sourcing, and to be exposed to environment, health, and safety technical and business aspects within a business through structured course work and practical application. Coursework includes: Supply Chain Management/EHS Supply Chain Management, LEAN Manufacturing Operations, Environmental Health and Safety, Project Management, Negotiation Skills and Business Acumen. GE's focus on process integration, from design through manufacturing, has been critical to meeting our customers' expectations. OMLP is designed to successfully integrate manufacturing with other key processes in GE. The experience gained during the rotational assignments positions OMLP members for accelerated career growth.

Preference will be given to persons with: a major in Mechanical, Industrial, Electrical or Environmental Engineering; prior intern or co-op experience in manufacturing or EHS; knowledge of LEAN; a strong commitment to a career in manufacturing or EHS; and an analytic approach to problem solving.

123 Interview Rd.
College Park, MD 20742

July 15, 2017

Operations Management Leadership Program
General Electric Oil & Gas
Fall 2018 OMLP Application

This cover letter is for an internal hire, an intern applying to a full time position with the same company.

Dear OMLP Selection Committee:

As a rising senior studying Chemical Engineering and Entrepreneurship at the University of Maryland, College Park, I am thrilled to have the opportunity to apply to the GE Oil & Gas OMLP position. My experience over the last two summers at GE has been incredible thanks to the supportive staff of engineers and shop technicians and because of the challenging, multidisciplinary nature of my projects. Since learning about OMLP during my term at Control Valves Inc. this summer, I have been motivated by the immediate prospect of hands-on work, leadership challenges, supply chain analytics and continued education provided by OMLP.

During my summer internship at Control Valve Co. in Big Town, IL, I worked on four major projects covering engineering, supply chain, ergonomics, inventory management and materials planning dashboards. Currently, I am leading a team of fellow interns in the design and construction of a gear motor fixture to automate an ergonomically unfavorable assembly process. In a separate project, I am redesigning and standardizing the crating and shipping process for control valves. Overall, these experiences in EHS and manufacturing have developed my analytical problem solving and interpersonal skills, enabling me to hit the ground running in the OMLP.

With my GE experience over the last two summers, I am confident that I can make a positive contribution within OMLP at GE Oil & Gas. I look forward to hearing from you and I will be happy to answer any questions you may have. I can be reached at 456-789-0123. Thank you for your time and consideration.

Sincerely,

Fred Smith

COVER LETTER EXAMPLES

ABC ENERGY ADVOCACY - TECHNICAL INTERNSHIP PROGRAM

Responsibilities: Review data to identify trends and patterns across related data points. Assist colleagues to identify hotspots for renewable energy policy. Conduct analysis through Excel. Advise on the potential benefits/uses of automation to improve the efficiency of administrative support and program operations. Communicate with colleagues on the progress of project implementation at posts worldwide. Prepare clear, concise, and well-organized written materials under supervisory direction. Work with a software development team to improve existing programs based on suggestions from users.

Skills Needed: Strong quantitative and analytical skills. Ability to collect and analyze data; Knowledge of automated processes to improve the efficiency of administrative support and program operations; Excellent oral and written communication skills; International experience (particularly Asia) and interest in management issues a plus.

From: jchowdhary123@email.com
To: hiring@abcenergyadvocacy.org

Subject: *Technical Internship Program Application J. Jones*

Dear Mr. Patel:

I learned that Trident Engineering Associates is planning to hire summer interns after having the opportunity to talk to Trident President, Donald Vannoy, when he was initiated as an honorary member to my chapter of Chi Epsilon at the University of Maryland. We had an in-depth conversation about civil engineering forensics, specifically about preventing engineering failures, which is my intended career path. My professional experience with structural rehabilitation and my extracurricular leadership experience makes me a strong candidate for an internship at Trident.

As an intern this past summer for the Maryland State Highway Administration (MDSHA), I learned a lot about the design process of highway rehabilitation. During this real world experience, I identified roadway failure points through field surveys and determined which areas were in most critical need of improvement. I was then able to design functional pavement structure improvements by tracking design assumptions and following Maryland federal procedures. Finally, I tracked the performance of improvements and recorded results in reports for the management team. This experience provided me with both computer and field engineering experience that I can use and build on at Trident.

As demonstrated through my academic projects and extracurricular involvement, I am a successful team leader in a variety of environments. For my course project in Design of Civil Engineering Systems, I was the structural engineering team lead. In this role, I effectively divided up tasks and maintained our intended deliverable schedule, which allowed us to produce a design that was well-received by the engineering faculty review panel. In addition, as Treasurer of Chi Epsilon, I took the initiative to co-organize the Spring 2011 Civil Engineering Career Fair which was attended by over 30 companies and 200 students. During the fair, I worked in a high-pressure environment to manage over thirty student volunteers. These proven leadership capabilities would lend themselves well to any team-based project I might face at Trident.

I am excited about this opportunity to apply for Trident and learn more about applying engineering principles to forensics. I would welcome a personal interview at your earliest convenience to further discuss my credentials. You may email me at fakeaddress@terpmail.umd.edu or call 301-000-4561. I look forward to hearing back from you soon. Thank you for your consideration.

Sincerely,

John Chowdhary

Submitting your cover letter by email? Include the position title and your name in the subject. You can also attach the .pdf cover letter using business letter format with your resume.

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Company Description: Trident Engineering Associates, Inc. performs forensic engineering investigations for attorneys and insurance companies. Trident has evolved to become one of the leading forensic engineering firms in the country, determining the causes of accidents, explosions, fires and electrical and mechanical structural failures as well. We are proud to provide a team of experienced scientists and engineering investigators that cover a complete spectrum of forensic engineering needs related to metallurgy, stress analyses, toxicology, flammability and laboratory analysis among other core disciplines.

Intern Position Duties: Assist engineering associates with projects, review engineering reports for archiving, assist office staff, and perform laboratory and field engineering work as needed. Be able to work in a team environment, have attention to detail, organizational skills, and is able to take initiative.

30 Knox Rd, Apt 1234
College Park, MD 20742

January 26, 2019

Mr. Dennis Hurley
Mechanical Engineer
Trident Engineering Associates
2010 Industrial Drive
Annapolis, MD 21401

Dear Ms. Hurley:

I learned that Trident Engineering Associates is planning to hire summer interns after having the opportunity to talk to Trident President, Donald Vannoy, when he was initiated as an honorary member to my chapter of Chi Epsilon at the University of Maryland. We had an in-depth conversation about civil engineering forensics, specifically about preventing engineering failures, which is my intended career path. My professional experience with structural rehabilitation and my extracurricular leadership experience makes me a strong candidate for an internship at Trident.

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I am excited about this opportunity to apply for Trident and learn more about applying engineering principles to forensics. I would welcome a personal interview at your earliest convenience to further discuss my credentials. You may email me at fakeaddress@terpmail.umd.edu or call 301-000-4561. I look forward to hearing back from you soon. Thank you for your consideration.

Sincerely,

David Smith (*electronic submissions don't need a handwritten signature*)

When you attend career fairs and networking events, be sure to note the first and last name of company representatives you meet, even if you don't get their contact information.

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BGE Co-op POSITION

Preferred Qualifications: College student, entering their junior or senior year, majoring in Civil Engineering, Architectural Engineering or Industrial Engineering with an interest in Construction Management. Prefer 3.0 GPA or above and some previous related work history.

John Doe, Co-op Coordinator, Baltimore Gas & Electric
1234 Main Street, Baltimore, MD 20987

Jonathan Leonard
4123 Hagerstown Hall · College Park, MD 20742
sstudent@umd.edu · (188) 345-1111

September 1, 2018

Mr. John Doe
Co-op Coordinator
Baltimore Gas & Electric
1234 Main Street
Baltimore, MD 20987

*Either follow business letter
format, or use the header
from your resume.*

Dear Mr. Doe:

I am writing to apply for a cooperative education position in civil engineering, which I learned of through the Engineering Career Services Office at the University of Maryland. I am excited by the prospect of working at such a large company where I will be able to see a variety of projects through their entire life cycle. As a senior Civil Engineering student with a background in design project management and an interest in construction, I am excited by the opportunity to work at Baltimore Gas & Electric and develop my analytical and management skills.

Last summer, I worked for the Potomac Electric Power Company (PEPCO) where I worked on projects at various points in their life cycle. From working directly with contractors in the early stages of a project to seeing through others to their completion, I was able to gain a better understanding of project management and how to keep a project on time and within budget. Through critical collaboration with design engineers, I practiced developing and presenting ideas with clarity to ensure the project's success. Additionally, my role as the Vice President of Programming of the Alpha Chi Sigma fraternity has further provided me with excellent communication and organization abilities. This combination of engineering and administrative experience has provided me with an excellent base from which to further develop my skills.

As you can see from my attached transcript, my overall grade point average is 2.9 and last semester, I received a 1.8 GPA. This was due to a motorcycle accident that required a lengthy hospital stay. I am now fully recovered and, based on midterm performance, confident that my grades will improve dramatically. Please take my overall performance into consideration when you are reviewing my application.

I am confident that you will find that my educational background and work experience qualify me for a cooperative education position with Baltimore Gas & Electric. I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

Jonathan Leonard

Enclosure