

# SAMPLE ENGINEERING STUDENT COVER LETTER

[FIRST NAME] [LAST NAME]

Cell Phone Number - UH Email Address - Customized LinkedIn URL

Date

Employer's Name (if known)

Title (if known)

Company/Organization/Institution Name

Street Address

City, State, Zip

Dear Mr./Ms./Dr. Last Name or Hiring Committee (What does the job description say?):

**Who are you, which position are you applying to, and what skills are you bringing to the company?** Your opening paragraph should **briefly** introduce you, your interest in the organization and position, and how you learned about it the opening. This paragraph could also mention the name of the person who recommended that you contact the employer, or perhaps how you met the recruiter at the UH Engineering Career Fair. Lastly, what 3-4 skills (based on the needs of the company from the job description) do you have that would benefit the position?

**Why are you THE candidate?** The middle paragraph (can be two different paragraphs) should focus on a specific experience that matches the needs of the position (again, based off the job description) and leave the employer with the impression that you are the right "fit" for the company and position. Focus on those 3-4 skills from your opening paragraph and describe a specific situation or task, the actions you took, and the results you created (S.T.A.R. Method). Be sure to display knowledge of the engineering industry and stand out by telling your unique experience through descriptive story telling. Use action verbs to describe your relevant skills and expertise and mention specific knowledge you may have (e.g., program design, data analysis, etc.) that the position requires. Don't just tell the employer you have knowledge of AutoCAD, show the employer how you used it and what **RESULTS** you achieved. Employers want to know how you've used the knowledge you learned and not just the fact that you learned it. This is your chance to capture the attention of the employer and entice her/him to read your resume in detail and schedule an interview.

**What will you do next?** Your closing paragraph should reiterate your fit for the position and outline next steps. Express your willingness to provide additional information and desire to further discuss the position in an interview. Include your phone number and email address. Thank the reader(s) for their time and interest. Be sure to proofread the entire document as the employer is also learning about your communication skills through your letter.

Sincerely,

*(Include your signature here; may omit extra space if sent electronically)*

Your Typed Name

UNIVERSITY of HOUSTON

CULLEN COLLEGE of ENGINEERING

Engineering Career Center

\*adapted from UMASS Amherst

[www.egr.uh.edu/career](http://www.egr.uh.edu/career) 713-743-4230 [ecareers@central.uh.edu](mailto:ecareers@central.uh.edu)



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