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
- You know something about the employer
- Your resume is worth reading
- You know how to write a professional letter

Your goal is to show why you want to work for this organization and that can 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?

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

**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.


How to Create a Winning Cover Letter

Before You Start Writing

1. Analyze the Position Description.
Before you start writing, read the job description carefully, especially the sections labeled Qualifications and Duties or Responsibilities. Print a copy description, then with a pen or pencil, highlight those keywords that match your experiences, skills and interests. Then match those highlighted portions to 1-3 great experiences from your resume.

2. Research the Organization.
Show your enthusiasm by researching the company beyond the job description so you can specifically address why you want to work there. For campus research positions, find out about the faculty member’s lab and publications.

3. Draft a Paragraph about Your Qualifications.
Use the research you did to write a paragraph (or two) with the examples of your relevant experience. This will become the middle paragraph of your cover letter.

See the next pages for tips on structuring the rest of your letter.

General Cover Letter Tips

Match, but don’t restate, your resume.
This is one point many job seekers find tricky. You should never claim experience in your cover letter that isn’t mentioned on your resume. At the same time, your cover letter shouldn’t simply be a version of your resume in paragraphs of prose.

Clearly describe ways you will contribute.
Describe your skills and experiences in the context of the company’s needs, based on the job description and your research on the organization. How will you contribute to the success of the organization?

Focus on the positive.
Your job is to convince the recruiter you are worth calling for an interview, even if you think the position is out of reach. Don’t mention how you are NOT qualified. Highlight the transferable skills and unique accomplishments you do have, leaving out irrelevant information.

State the position.
Clearly state the job title in the first paragraph of the letter, preferably in the first sentence. Don’t just use the job title as the subject line of your e-mail to a recruiter.

Keep it short.
The ideal cover letter does not exceed one page. A concise letter demonstrates that you are focused and have strong communication skills. Aim for three to four brief paragraphs.

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 beg for the job.

Proofread.
Using spell check is not enough. 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, then give it to someone else who knows a thing or two about good writing. You can bring your draft cover letter to our office for a critique.

Read samples, but make your letters your own.
Find ideas for formatting and wording to adapt for your own letters online, in this handout or in the University Career Center’s resource room.
BODY OF THE COVER LETTER

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)

*Explain why you are writing and get the reader’s attention.*

- Name the position and identify how you became aware of it (career database at the University of Maryland, etc.)
  - The recruiter who reads your letter may be hiring for several positions.
  - 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.
- Explain why you are interested in the organization and position.
  - In a sentence, answer the question, “What does the organization do or make that I want to be part of?”
- If a current employee of the company has recommended you for the position, this is also the best place to mention that person’s name and to point out that he or she suggested you write.
- In one or two sentences, introduce your strongest qualifications for the position,
  - These are the qualities for which you will give examples in the next paragraph.

Middle Paragraph(s)

*Give examples of your strongest qualifications for this position in one or two paragraphs.*

- Refer to your resume as you show how your skills and experience match the position requirements.
- Provide one or two great examples of your related work, extra-curricular and academic experiences and accomplishments that are relevant to the position and/or potential employer.
- You may need a second paragraph for this purpose, but be concise.

Closing Paragraph

*Focus on your potential and 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.

Once you become more experienced at writing cover letters, you can be somewhat creative in the organization of your content. However, always be sure that the content and tone are appropriate for the audience.

BUT WHAT IF….?

*I’m writing to a faculty member to request to work in her lab or I don’t have a job description?*

You still want to tell your potential supervisor why she should hire you. For a company, look for clues on their website about what skills and experiences they value for the type of position you are seeking.

For a faculty member, check her webpage and/or CV online so you can be sure to describe the skills, experiences and interests you have that would allow you to make a contribution to her projects.

*I can’t fit everything on one page?*

Your letter is a chance to demonstrate that you can communicate efficiently and effectively. Make sure you have included only essential, relevant information about your experience and interests in your letter.

You don’t have to give every detail of your resume. There is no need to repeat information in different parts of the letter.
BUSINESS LETTER FORMAT

Whether you will be providing your cover letter as an attached .pdf or submitting it on paper, you should use standard business letter format. This demonstrates that you understand the nuances of professional written communication. Note the spacing in the sample letters.

Your margins should be 1 inch all around.

Use an easy-to-read, professional looking 10 – 12 point font.

1. **Your return mailing address**
   - It is also OK to use 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 paragraph(s)
   - Closing Paragraph

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, 2017  
| 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,  
| (Handwritten signature if mailed)  
| Your Name Typed |

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BUT WHAT IF....

...I don’t know the name of the addressee?
First, check the position announcement or employer page in Careers4Engineers to look for a contact name and address. If you can’t find a name, you can address your letter to the “Hiring Manager.”

...the application in Careers4Engineers doesn’t require a cover letter, but I want to include one in the “Notes” section?
You can paste the body of your cover letter into the notes section. Be aware that any formatting will be lost, so don’t worry about the business letter format and keep it concise.

...I’m sending my application by email?
Make sure your subject line is specific, ideally including the position title, as in, “Application for Field Engineer Intern Position (#12345I).”
Consider attaching your complete cover letter and resume as a .pdf to the email, to demonstrate your comfort with business letter format.
In the body of the email, you can paste some or all of the body of your cover letter. Starting with the salutation, the rest is the same as above. Your email signature should include your mailing address and relevant contact information.
You wait. After you submit an application, the next action is up to the employer. Now is the time to exercise patience.

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. You also risk coming across as desperate. 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. On occasion you may only have an email address. When contacting the employer – whether by phone or email -- you will want to keep your inquiry brief.

Consider the following 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.”

This type of inquiry does not put pressure the employer but rather allows you to make contact while demonstrating your sincere interest.

Then What?

In the event you don’t hear back from the employer in response to your email, don’t be discouraged. Know you have done all you can to make yourself stand out. The ball is now in their court. Bombarding the employer with email after email and phone calls about a decision timeline will not make you stand out as the best candidate ... you may even come off as annoying. Instead, channel your energy into applying for other positions.

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. 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.

For more inspiration, see a few sample job descriptions and cover letters on the following pages.
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, 2017

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

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. I believe my testing and design experience, aerospace engineering education at the University of Maryland (UMD), and my technical communication experience make me an excellent candidate for this position.

As my résumé 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 will gain experience this semester in wind tunnel testing, aerodynamic design and analysis, control surface design, structural design and analysis, composite manufacturing, and project management over the next few months. 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 honed strong leadership and communication skills during my efforts to earn the rank of Eagle Scout with the Boy Scouts of America.

I am confident my skills and qualifications will enable me to positively contribute to the mission of Lockheed Martin as an Aeronautical Engineer. I welcome the opportunity to meet in person for an interview. You may reach me at Mdwest25@terpmail.com or 234-567-8901. Thank you for your consideration; I look forward to hearing from you.

Sincerely,

Michael D. West
**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

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**Dear Dr. Chen:**

I am writing to express my interest in applying for an internship with DuPont. I attended your DuPont information session at the University of Maryland, College Park and was later informed of this position through e-mail. As a chemical engineer, I hope to influence the outcome of important projects and see real world application of the concepts I have learned in my first two years of engineering classes.

Over the summer I participated in a renewable energy program based in Panama. The program educated me about implementation and production of renewable energy sources and instilled in me a strong desire to make a global difference. I am highly driven to make a positive impact in the world by improving consumers’ lives through ethical and environmentally sustainable means. DuPont’s core values resonate strongly with me and I am particularly interested in your megatrends of Sustainable Food and Energy. I look forward to using the internship as a way to be a part of DuPont’s pursuit of scientific advancement while upholding the company’s core values.

Overall I am a very committed person and will work hard on a project from start to finish, ensuring the best outcome. I am a dedicated member of the Engineers Without Borders chapter at the University of Maryland. I am collaborating on a project to design and implement a water sanitation system to support a population of several hundred in Sierra Leone. Through this project I have practiced effective researching techniques and made significant contributions in order to meet required deadlines to have a deliverable system by the summer of 2018. Through athletics, extra-curricular activities, and classes I have had enormous exposure to team dynamics and different forms of leadership.

I am confident that with my skills and qualifications, I will be able to positively contribute to DuPont’s internship program. Please feel free to call me if you have any questions at (123)456-7890. Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Marta Perez

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

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 OMLP. 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, multi-disciplinary nature of my projects. Since learning about OMLP during my term at Control Valves Inc. this summer, I have been sure of my desire to excel in the program.

I am motivated by the immediate prospect of hands-on work, leadership challenges, supply chain analytics and continued education provided by OMLP. Growing up in an entrepreneurial family and studying the subject in school has confirmed my desire to become a business leader and deal with people in a technical environment. OMLP will initiate this career path.

My summer internship at Control Valve Co. in Big Town, IL is comprised of four major projects, providing me with diverse experiences and the skill development necessary to hit the ground running in OMLP. My projects cover 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.

With my GE experiences 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
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: jjones123@email.com
To: hiring@abcenergyadvocacy.org
Subject: Technical Internship Program Application J. Jones

Dear Mr. Patel:

I am writing to express my interest in the Technical Internship Program as posted on your website. After working in the private sector for a year, I am now pursuing my lifelong passion for public service. I have recently enrolled in the Master of Engineering & Public Policy program at University of Maryland where I intend to specialize in energy and environment. My analytical skills and knowledge of automated systems make me an ideal candidate for this position.

A mechanical engineer by profession, I started my career at Unilever Pakistan as Health, Safety and Environment (HSE) manager for the food factory. At Unilever, I ensured full implementation of applicable environmental regulations and undertook initiatives to automate systems which significantly reduced carbon, sulfur and nitrogen emissions as well as natural resources consumption. Furthermore, my experience as coordinator of the cost saving projects at Unilever honed my costing, financial analysis and interpersonal skills.

Working as a technical intern at ABC Energy will help me to analyze the economic implications of different environmental agreements and energy-related projects. Because of my exposure to South Asian cultures and knowledge of critical need languages like Urdu, Hindi and Punjabi, I can assist you in developing a better understanding of energy and environment related issues in third world countries while also promoting better technological knowhow within the department in light of my background in engineering.

At ABC Energy Advocacy, I could contribute significantly due to my strong quantitative skills and diverse experience while also learning more about the US energy and environmental policy. Please find my resume attached. I would welcome the opportunity for an interview to discuss my qualifications in detail. You may reach me at jjones123@email.com or 123-456-7890.

Thank you for your consideration.

Sincerely,

John Jones
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 initia-
tives. Analyzing and solving programming issues on assigned production and/or development
systems. Java, J2EE, webMethods, Lotus Notes, Rational Tools, Sybase.

Mail application to:
Mary Larson
Freddie Mac
123 Big St.
22102

November 21, 2017

Mary Larson
Freddie Mac
123 Big St.
22102

Dear Ms. Larson:

I am writing to express my interest in the Technical Intern position at Freddie Mac as posted
by the Engineering Co-op & 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, the following characteristics and
abilities may be of interest to you:

Programming. As my resume indicates, I have completed courses in C/C++ and JAVA
programming and have worked with platforms such as UNIX and Windows. In
addition, 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.

Communication & Analytical Skills. My experience from previous jobs and group
projects has sharpened my communication skills and taught me valuable lessons in
collaboration and initiation. In my most recent digital postal scale group project, I
needed to take five opinions and establish a compromise that would satisfy the entire
team. Our successful team effort gave us the honor of being one of the four groups to
compete in a final design competition.

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
**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.

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30 Knox Rd, Apt 1234  
College Park, MD 20742  

January 26, 2016  

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

Dear Mr. 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, which is a topic that interests me because I believe the best way to prevent engineering failures is to know what causes them. After I graduate, I plan to pursue a career in engineering forensics, and an internship at Trident would put me on the right path. My employment, academic, and extra-curricular background make 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. In the process of working with different design procedures I observed how design assumptions impact an entire system, and accounted for those assumptions in my calculations. This knowledge enabled me to successfully design pavement structure improvements from the data collected from my field surveys and analysis of road performance histories.

My experiences at MDSHA would benefit your organization because they demonstrate that I can apply what I have learned in class, play an active role in real engineering projects, and cooperate well in a team environment. One team-based experience I had was as the structural engineering team leader for a project in my Design of Civil Engineering Systems class. I was able to keep all members on task, and thanks to everyone’s diligent efforts, we produced a design that was well-received by our review panel. In addition, as Treasurer of Chi Epsilon, I took initiative and helped co-organize the spring 2011 Civil Engineering Career Fair which was attended by over 30 companies and 200 students. I planned and managed the participation of over 30 student volunteers to greet and assist recruiters and students at the fair.

I am excited about the chance to work for Trident because I know I can be a great asset to the company. I would love 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)
Jonathan Leonard  
4123 Hagerstown Hall · College Park, MD 20742  
sstudent@umd.edu · (188) 345-1111

September 1, 2017

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

Dear Mr. Doe:

I am writing to apply for a cooperative education position in civil engineering so I can utilize my technical and interpersonal skills in the field of construction management. I learned of your co-op position through the Engineering Co-op & Career Services Office at the University of Maryland.

As my resume indicates, I worked for the Potomac Electric Power Company (PEPCO) for last summer. At PEPCO, I gained valuable experience working directly with contractors from the early stages of a project to its final completion. I also worked with design engineers within PEPCO and learned how to express my ideas clearly and concisely. I believe this combination of engineering and administrative experience has provided me with an excellent base from which to further develop my skills. My involvement in the Alpha Chi Sigma fraternity has also provided me with excellent leadership and service opportunities.

As you can see from my attached transcript, I am a senior at the University of Maryland. My overall grade point average is 2.9 but as you will note, last semester I received a 1.8 GPA. This was due to a motorcycle accident that required a lengthy hospital stay. At the time, I thought I would be able to keep up with my courses but unfortunately I miscalculated the extent of my discomfort and the time I would need to spend in physical therapy. I am now fully recovered and, based on midterm performance, I am confident that my grades will improve dramatically this semester. Please take my overall performance into consideration when you are reviewing my application rather than my most recent semester.

I am confident that you will find that my education and experience qualifies 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