Compose Effective
COVER LETTERS

The purpose of a cover letter is to introduce your resume or provide additional information. It allows you to:

► INFORM the employer of the position you are seeking or your objective
► IMPRESS the employer by exhibiting excellent communication skills
► INTRIGUE the employer by telling what you like about the company and how you would be a good fit
► INTEREST the employer by highlighting your skills or experiences that qualify you for the position
► INVITE the employer to contact you for an interview

Joe’s Tips:

♦ Research the company before writing your cover letter
♦ Tailor your letter to the company’s needs and requirements of the job
♦ Follow standard business letter format and limit your letter to 1 page in length
♦ Most MinerJobs postings do not require a cover letter

Your Name
Street Address
City, State Zip

Date

Name of Recipient
Title
Company
Address
City, State Zip

Dear Mr. or Ms. Last Name:

I will be graduating from Missouri University of Science and Technology in May of 2015 with a B.S. in Civil Engineering, and I am interested in the full-time Project Engineer position NAME OF COMPANY has posted on GoinGlobal. I am extremely impressed with NAME OF COMPANY as a company; from the cutting-edge technology used to complete fascinating projects, to the focus placed on the health and safety of employees. I would consider it a privilege to work for such a prestigious company.

I believe I would be a great fit for the Project Engineer position. Some of my abilities that would be useful in this position include:

- Excellent academic performance in civil engineering courses
- Co-op with supervisory and design experience
- Hands-on experience with surveying equipment
- Leadership experience on design teams and with campus organizations
- Extensive structural landscaping experience
- Ability to solve practical and theoretical problems

I would greatly appreciate a few minutes of your time to look over my enclosed resume and the opportunity to talk with you about a full-time position with NAME OF COMPANY. You may reach me at (573) 341-2345, or by email at: student@mst.edu. I look forward to hearing from you soon.

Sincerely,

Signature

Your Name