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

**EXAMPLE COVER LETTER**

Robert T. Builder  
573-333-3333  
name@mst.edu  

Date  

Name of Recipient  
Title  
Company  
Address  
City, State Zip Code  

Dear Mr./Ms. __________,

I will be graduating from Missouri University of Science and Technology in May of 2019 with a B.S. in Civil Engineering, and I am interested in the full-time Project Engineer position NAME OF COMPANY has posted on MinerJobs. I am extremely impressed with NAME OF 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) 3333-3333, or by email at: name@mst.edu. I look forward to hearing from you soon.

Sincerely,

Signature

Your Name

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