

OBJECTIVE OF THE HANDOUT

This handout will help you:

1. Recognize how to create unique and effective cover letters for the engineering industry.
2. Identify the main structure of engineering cover letters.
3. Develop unique and memorable cover letters.

TECHNICAL EXPLANATION OF COVER LETTERS

A cover letter is one of the first documents your potential employer or their human resources department is going to read. In other words, it is your chance to make a first good impression and persuade them to offer you an interview. To ensure that your cover letter is unique, you need to emphasize unique skills and experience that you can transfer to the organization.

So, what are the different parts that you can include in your cover letter?

- **A heading** that includes your name, your contact information, and the name and contact information of the person you are addressing.
- **A first paragraph** in which you highlight the position you're applying for, how you came across the job listing, and the skills you can transfer to the organization.
- **Middle body paragraphs** in which you highlight your relevant skills and describe how your experience with them is unique, focusing on your projects, achievements, etc.
- **A final paragraph** that reminds readers why you are a match for the job position and the organization, and in which you request an interview in some way.

EXAMPLE OF A COVER LETTER

[Today's Date]

[Hiring Manager's Name]

[Company Address]

[Company City, State, xxxxx]

Cover letter headings

[(xxx)-xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

A first paragraph in which you highlight unique skills with a thesis statement. Don't forget to mention where you heard about the job!

I am writing to apply for the position of [POSITION] at [COMPANY]. I am a graduate student in mechanical engineering at the American University of Beirut, and I plan to graduate this Spring 2022. I believe that my extensive experience working with 3D CAD Software – SolidWorks, in particular – to architect and execute lightweight materials creation will contribute greatly to [COMPANY].

I am recognized for my attention to detail and precision in the handling and manipulation of fragile materials. During my internship at [COMPANY], I have a proven track record of expert communication, having worked as a liaison between various teams, including design, production, quality assurance, and machine shop floor personnel.

Middle body paragraphs emphasizing achievements

What draws me most to [YOUR COMPANY] is your work in the healthcare industry. During my time at [OTHER COMPANY], I learned the demands of working in a government-regulated environment and pride myself on maintaining the utmost adherence to safety and sanitation rules and regulations. Furthermore, I make a priority of studying the latest industry trends and best practices, ensuring that I follow the most current standards on the shop floor.

Enclosed you will find my resume, which further details my skills, experience, and qualifications. I look forward to further discussing with you how I can contribute to the goals of your organization. Please contact me at your earliest convenience via email at email@gmail.com or by phone at (xxx)-xxx-xxxx.

A closing paragraph that also asks for an interview

Sincerely,

TAKEAWAYS

- ❑ Make sure your cover letter is unique! Give yourself enough time to brainstorm about your own experience and skills in such a way as to ensure that your cover letter echoes your unique identity.
- ❑ Do not repeat information already mentioned in the resume! Use the cover letter to state facts and achievements that you **cannot** include in the resume.

Source: OWL at Purdue, Resume Genius, Interesting Engineering