

Why are cover letters important?

Your **resume** details your education and experiences. The **cover letter** is your opportunity to make the connection between your experiences and *a specific position*. You are demonstrating that you are a great fit for the specific position, that you can communicate clearly, and that you have researched the organization. You are differentiating yourself from other applicants who may have similar qualifications.

What is the purpose of a cover letter?

1. To **introduce** you to the employer and clarify the position being applied for; when, where, or how you learned about the position and/or the organization; and why you are applying for the position.
2. To **highlight** your strengths and qualifications for the position. This is not a repeat of the resume, but a select review of specific areas from your background that are relevant to the particular position.
3. To **encourage** the next step in the application process: e.g. "I look forward to having the

SAMPLE COVER LETTER FOR INTERNSHIP-BULLET POINTS

Jesse Scofield

October 17, 2019

Dear Recipient Name,

I am writing in regards to the Undergraduate Manufacturing and Sourcing Intern position listed on Handshake. Nike designs the world's fastest racing footwear "[Designed] to the exact specifications of championship athletes." That is the motto inscribed on the Nike Vaporfly 4%, and that is the motto inscribed in my heart as a championship athlete and aspiring mechanical engineer.

As a current junior in Mechanical Engineering at Oregon Tech, I am gaining the hands-on experience necessary to be successful in this position. I have already completed a design project using **AutoCAD** ()T

SAMPLE COVER LETTER FOR INTERNSHIP-EMAILED

SAMPLE COVER LETTER FOR FULL-TIME POSITION-TABLE

Alejandra M. Hernandez

(541) 555-5032 alejandraH13@gmail.com

October 22, 2019

Dear Bonnie Rivers,