

Sample Cover Letter. This sample is designed to be mailed, uploaded into an online application, or given directly to an employer.
Provided by UK's James W. Stuckert Career Center

3456 Westview Road
Lexington, Kentucky 40504
January 31st, 2008

Mr. Henry Turner
Human Resources Manager
XYZ Engineering Company
12123 West Center Road
Louisville, Kentucky 68134

Dear Mr. Turner:

I am applying for the position of Design Engineer, as advertised on the University of Kentucky's Wildcat CareerLink. With over three years experience in customer service and a strong educational background in mechanical engineering, I know I could make a significant contribution in helping XYZ Engineering Company grow its product line and market share.

As an example of my most recent accomplishments using AutoCAD, I worked as part of a team to design and implement a portable scoreboard for a rowing competition using GPS technology. The scoreboard will provide real-time information on distance, place and time during the American Society of Civil Engineers concrete canoe competition. This will increase processing of the results by 25%. As a graduate teaching assistant, I have developed my teaching, communication, and public speaking skills. Having made numerous technical presentations to upper management during my internship at Trane, I am confident that I can get management's buy-in for the budget to develop new products.

The enclosed resume summarizes the full range of my skills and qualifications. I would appreciate the opportunity for a personal interview to discuss this position and my qualifications in more detail. You can reach me at (859) 257-2746 or by email at career@uky.edu. I look forward to hearing from you at your earliest convenience.

Thank you for your consideration.

Sincerely,

Jane Engineer

Enclosure