August 4, 2013

Ms. Jennifer Smith  
Recruiting Manager, Auto Engineers  
12 Smith Street  
Philadelphia, PA 19104

Dear Ms. Smith:

Paragraph 1
• Sentence 1 – If you know someone in the organization, or were told about the position by someone who is connected to the organization, this should be stated first. (e.g., Bob Smith recommended that I contact you regarding the internship at XYZ Corp.)
• Sentence 2 (If you do not have a connection to the organization, this will become your first sentence.) – A sentence about the characteristics that best qualify you for the position. (e.g., I am a Mechanical Engineering student at the University of Delaware with internship experience at General Motors and leadership experience as the President of the Society of Automotive Engineers.) State the position title that you are interested in applying to (e.g., ...with a specific interest in XYZ position).
• Sentence 3 (If not stated in your introduction sentence) – How did you hear about the position? (e.g., I saw the internship posted on the University of Delaware’s Blue Hen Career Network.)
• Sentence 4 – Thesis – Provide a preview of what you will be discussing in the rest of your cover letter, based on key skills addressed in the job description (e.g., I believe that my AutoCAD and leadership skills, coupled with my interest in automotive engineering, make me an exceptional candidate for this position.)

Paragraph 2 (3-4 sentences)
• Expand upon the skills you mentioned in your thesis sentence. (From the above example, the candidate would expand upon AutoCAD skills and leadership experiences. The candidate would reference instances in which he/she utilized these skills.)

Paragraph 3 (2-3 sentences)
• Why are you interested in this organization? In your thesis sentence, you will mention your interest in the organization, but will need to expand upon your interest in this paragraph.
  o Remember to show that you have researched the organization and don’t make generalizations. (e.g., I understand that XYZ Corp does work in _____ areas, which directly aligns with my interests. As a student at the University of Delaware, I researched _____ issue and took classes in _____.)

Paragraph 4 (3-4 sentences)
• Indicate that you have enclosed your resume and state that if they have questions they can reach out to you through email or phone and include that information.
• Don’t forget to thank the employer for his/her time and consideration.

Sincerely,
Your Written Signature  
Your Typed Name

Enclosure: Resume