

Outline of a Cover Letter

Your Present Address
City, State Zip Code

(Intentionally Blank Line)

Date of Letter

(Intentionally Blank Line)

Individual's Name
Individual's Title
Company Name
Street Address
City, State Zip Code

(Intentionally Blank Line)

Dear _____:

(Intentionally Blank Line)

First Paragraph: Indicate the specific position or type of work for which you are applying, and how you learned of the opening. Mention why you are interested in the position, the organization, its products or services.

(Intentionally Blank Line)

Second Paragraph: Promote yourself! Review the job description and explain how your academic background, specific achievements, and unique qualifications make you a good fit for this specific position. Indicate what you can do for the employer and how you can add value. Don't just reiterate what's on the resume, complement it. Highlight or elaborate on key pieces from your resume that would be marketable to the employer.

(Intentionally Blank Line)

Third Paragraph: Indicate your desire for a personal interview. You may want to indicate a specific date range or simply advise the employer of your flexibility. Close the letter with a statement that will encourage a response. For example, say you will be in the city where the organization is located on a certain date and would welcome an opportunity for an interview. Remember to include your main phone number (make sure your voicemail is working) and email. Thank the employer for their time and/or consideration.

(Intentionally Blank Line)

Sincerely,

(Intentionally Blank Line)

Your Name Typed

Sample Cover Letter

123 Main St.
East Cleveland, OH 44106

April 15, 2018

Professor Chris Jones
Department of Biomedical Engineering
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106

Dear Professor Jones:

I am writing to apply for the Summer 2018 Laboratory Assistant position with the department of Biological Sciences at Case Western Reserve University, which I learned about from my biology teacher, Mr. Sam Smith. I am a senior at Shaw High School in East Cleveland and will graduate in May 2018. It is my intent to attend Case Western Reserve University in the fall of 2018 to study biology and pre-medicine. I am prepared to immediately contribute my skills and education to assist in furthering the goals of your lab.

Enclosed you will find my resume for your review. As indicated, I have taken science courses including Biology, Chemistry, Advanced Chemistry, and Physics, all of which included laboratory work. I loved being in the lab, especially doing dissections, where I was able to learn specifically about the working anatomy of invertebrate and vertebrate animals. Additionally, maintaining a safe and clean laboratory environment is critical to carrying out experiments as accurately as possible. For eight months, I have worked part-time at McDonald's, arriving on time or early for each and every shift, and collaborating with a team to provide an enjoyable dining experience to every customer. I'm certain these skills would be valuable in your lab.

I am excited for the opportunity to work in a college research environment and believe that my passion for science, along with my organization skills, teamwork, and diligence make me an excellent fit for this position. I look forward to discussing my qualifications with you in an interview and am available after 3 p.m. weekdays at 216.368.4446 or chloe.callahan@gmail.com. Thank you for your time and consideration.

Sincerely,

Chloe Callahan