

Cover Letter (Sample A)

If you are unable to address your cover letter to a specific person, use a subject line in place of the salutation.

1569 Andover Avenue
Logan, UT 84322
(435) 787-xxxx
david.lawson@aggiemail.usu.edu
February 1, 20xx

PTC
Engineering Division
2930 East Randolph Road
Chicago, IL 84039

IRRIGATION ENGINEER POSITION

Having recently studied the design-build process used at PTC and hearing your presentation in Dr. Chen's research course, I became interested in joining PTC in order to effectively solve wastewater management challenges with your international clients. The following is an outline of the skills that will allow me to be effective on your design team:

- Working towards BS degree in civil engineering with emphasis in wastewater management
- Experience building wastewater treatment systems in Chile working with Engineers Without Borders
- Communicate project status in English and Spanish to clients, suppliers, and community members
- Input field data to produce designs using CAD
- Expand leadership skills while serving as the ASCE representative on the College of Engineering Dean's Council

Working with local communities as a member of PTC is the way I want to begin my career. I would appreciate an interview and will contact you next week to schedule an appointment.

Sincerely

David Lawson

Enclosure

Cover Letter (Sample B)**RITA JOHNSON**

196 N. 1220 S. Logan, UT 84321 (435) 787-xxxx rita.johnson@msn.com

March 6, 20xx

Ms. Heather Preston
Marketing Manager
Alcoa
12345 West Bernardo Drive
San Diego, CA 92717

Dear Ms. Preston:

After reading about your company's successful publicity campaign in the March 3 edition of the *Examiner*, I became very interested in a marketing assistant position with your firm. I was given your name by Dr. Vernon Cluff, a former professor of yours, who suggested I meet with you to discuss my ability to support your marketing department. As a recent MBA, I can offer you strong member recruitment and event planning experience.

Last year, while planning an alumni event that attracted 400 people, I helped launch a new membership recruitment program for Utah State's Alumni Center. This strategy resulted in a 36% increase in revenue over the previous year's event. My personality is supported by outstanding organizational and networking skills.

I am prepared for the opportunity to work with vendors and manage events for Alcoa. I will be in San Diego on April 15-18 and would like to discuss how my combination of organizational skills and enthusiasm could significantly improve relationships with your vendors and guests. I will contact you on March 12 to schedule an appointment. I look forward to speaking with you soon.

Sincerely

Rita Johnson

Enclosure