



# COVER LETTER BREAKDOWN

Use a heading identical to your resume's heading.

Include the full date of your application, followed by 2 blank lines.

Address your cover letter to the hiring manager or whomever will be reviewing your application. If you are unsure who this is, call the organization and ask. Use their complete mailing address, and use a professional salutation followed by a colon, as shown here.

1<sup>st</sup> paragraph: After researching the company, introduce your skills relevant to the position and express genuine interest in the opportunity.

2<sup>nd</sup> paragraph: Explain why you'd make a great employee by elaborating on specific accomplishments and skills.

3<sup>rd</sup> paragraph: End your cover letter by reiterating your interest and skills. Use confident language, such as: "I look forward to hearing from you." NOT: "I hope to hear back..."

Leave a few lines of blank space before your name and sign the cover letter by printing, signing and scanning the letter, or using an electronic signature.

## Charger Blue

301 Sparkman Drive | Huntsville, AL 35899 | 256-824-7777 | chb0001@uah.edu

January 13, 2017

John Doe  
Hiring Manager  
Globodyne, Inc.  
123 Global Drive  
Huntsville, AL 35899

Dear Mr. Doe:

It is with great enthusiasm that I submit my application for the process engineer position at Globodyne, Inc. As a recent UAH graduate, I am thrilled by the opportunity to utilize my engineering education and unique skillset gained in and out of the classroom. I believe you will find that my excellent communication skills, technical savvy and true passion for Globodyne's mission will make me a perfect fit for your team.

During my time as an intern with Hidway-Martin as a process engineering intern, I not only learned firsthand the processes of conducting yield audits and analyzing production efficiency, but I also impacted efficiency for the better. Along with my team of seasoned professionals, we ultimately identified one prominent, yet previously undiscovered, source of process waste. This discovery, along with further analysis and reworking of our unit's system resulted in \$12 million in savings for Hidway-Martin during the last fiscal year. I would be delighted to use these collaboration skills and keen attention to detail to create a lasting impact for Globodyne.

I hope this letter provides you with deeper insight into my professional skills and genuine interest in this position, and I look forward to the opportunity to speak with you further regarding my qualifications. Thank you for your time and consideration.

Sincerely,

Charger Blue

*Still need assistance? Schedule an appointment today!*

**UAH Office of Career Services**

205 Student Services Building | 256.824.6741 | chargerjobs@uah.edu | uah.edu/career-services