

# LETTER SAMPLE

For a review,  
Email to: [pca@utep.edu](mailto:pca@utep.edu) \*

Your Street Address  
City, State, Zip Code

Date

If you do not have the name of the person, use Hiring Manager, Human Resources Representative or Search Committee, etc.

Ms. Mary Jones, *(name of the person if you have it)*  
Company Name  
Company Street Address  
Company City, State, and Zip Code

Dear Ms. Jones:

**Opening Paragraph:**

State the position you are applying for, and how you found out about the organization and/or position.

It is with great interest that I am applying for the Logistics Engineer position at General Corporation which was posted on the UTEP Career Center website. I look forward to using my knowledge and experience within supply chain management to make a significant contribution to the efficiency of the department and the building of solid relationships throughout General Corporation.

**Middle Paragraph 1:**

Why would they WANT to hire YOU? Give detailed information about how your qualifications fit the position's responsibilities.

As a self-starter, I am recognized as someone with sound judgment and the ability to advance a team towards its goals. With a Bachelor of Science degree in Industrial Engineering, I have valuable knowledge about the field and have developed effective communications skills by leading several team projects to successful completion. As a project leader at Salt River Projects with the Engineering department, my strong leadership and negotiation skills led to developing solid working relationships with nine suppliers I introduced to the organization.

**Middle Paragraph 2:**

Why do you WANT to work for them? Showcase your enthusiasm for the position and employer.

In carefully considering General Corporation as a future employer, I am especially drawn to the core values of sustainability and innovation. I enjoy working in a collaborative work environment, something that is at the cornerstone of General Corporation's cross-functional work groups. I believe that it is key to draw on individuals strengths while working towards a common goal of producing a quality experience for our customers via the delivery of exceptional products.

**Closing Paragraph:**

Summarize your qualifications, refer the reader to your enclosed résumé, and mention your interest for an interview. Do not forget to include your contact info.

Thank you in advance for taking the time to consider me for the Logistics Engineering position. Enclosed is my résumé for your review. I am eager to meet with you and discuss this opportunity. You can reach me at (915) xxx-xxxx or email at [your.name@miners.utep.edu](mailto:your.name@miners.utep.edu).

Sincerely,

(Sign here)

Your Name

\*Must be a UTEP student paying student-services fees to receive this service



# COVER LETTER

## “Why do I need a cover letter?”

A cover letter is a professional letter that states your intention to apply for a specific position, introduces you to the employer, and emphasizes your passion and enthusiasm for the position for which you are applying. **Before you start**, carefully review the job description and highlight skills and qualifications that match your experience. You want to help the hiring manager understand your belief that you can do/learn the job by making the connection between your experiences and skills to the ones listed in the job description.

### Things to remember:

- Always review your cover letter and résumé for typos and grammatical errors.
- Keep the letter to one page in length.
- The cover letter should always be placed before the résumé.
- Do not staple your documents together, instead, use a paperclip.
- Take at least three extra copies of your résumé and cover letter to the interview.
- If sending as an email, the cover letter goes in the body of the email and attach your résumé (preferably in PDF format).

## Difference between a Cover Letter and a Letter of Interest

### Cover Letter

- Solicited
- An employer or school will ask you to submit a cover letter
- In response to an advertised position
- Sent with application, résumé, transcripts, or other requested documents.

### Letter of Interest

- Unsolicited
- You take the initiative to submit a letter of interest to the employer
- Used when inquiring about an unadvertised position.

## Frequently Asked Questions (FAQ)

**Q: Can't I just mass-produce the same letter to all the companies for which I am interested in working?**

*A: Never – you need to personalize each letter and include at least one paragraph specifically revealing your knowledge about each company and how you can meet their needs.*

**Q: What's the most important thing to focus on in the body of the letter?**

*A: Share your passion and enthusiasm in a cover letter, since it doesn't come through in a résumé. Narrate a summary of the skills, education, and experience that convinces the employer that you can do the job.*

