

- Formatting Tips:
- Keep it to one page
  - Include 3-4 paragraphs
  - Don't just spell check, have someone read it as well

Use the same header you are using for your resume.

## Stanley Cupp

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August 1, 2019

Robert Moore  
Human Resources Director ABC Engineering  
123 N. Main Street Indianapolis, IN 46202

Use business formal format which includes:  
Today's date, name of manager, company name, and  
mailing address. If you can't find the manager's name,  
address them as "Hiring Manager"

Dear Mr. Moore: *Or: Dear Hiring Manager,*

I am responding to the Electrical Engineering position at ABC Engineering that was recently posted on the Career Services website at the Purdue School of Engineering and Technology, IUPUI. I am currently a senior majoring in Electrical Engineering with an anticipated graduation date of May 2020.

*In the first paragraph, state what position you are applying for and where you found the posting. Express specific reasons why you are interested. If someone within the company told you about the opportunity, mention their name. However make certain that this person is okay with you doing so beforehand.*

I recently completed an electrical engineering internship with Indianapolis Power and Light (IPL). My internship taught me how to successfully analyze equipment and, if applicable, the reason why the equipment failed according to data analysis. The Engineering design studies at IPL expanded my knowledge of electrical engineering outside of the classroom. Since your organization has similar criteria for electrical engineering positions, I feel that I am well-suited for this position.

In addition to my internship experience at IPL, I have had experience with leading various project implementations and providing Customer Relationship Management solutions during my time at Cummins Corporation. I now possess a deeper understanding of how to utilize my engineering skills in order to deliver solutions that will meet the business requirements of ABC Engineering.

*In the second and possibly third paragraphs, take your experiences and match them to the requirements in the position description with examples. Be certain to re-read the job description to determine how your education and experience has prepared you for each area mentioned by the employer and then give examples of times you have done those things.*

I feel certain that my strong initiative and commitment to excellence, coupled with demonstrated experience in electrical engineering, will be of value to your organization. Should you agree, after reviewing my enclosed resume, I would like to schedule a meeting in order to further discuss your needs for the electrical engineering position. Thank you for your time and consideration.

*Your closing needs to be STRONG! Don't let them doubt that you would make a good candidate. Here you want to mention that you feel you are a great fit for the position and look forward to further discussing this opportunity.*

Sincerely,

Stanley Cupp

*Scan your signature and include it above your name.*