**First & Last Name**

Email | Phone | LinkedIn URL | Portfolio URL

Date

Name of Organization

Address

City, State, Zip

Salutation:

Paragraph 1: The first sentence of your cover letter should draw in the reader and state the position that you’re applying for consideration. It’s also good to mention how you learned about this opportunity. Use this paragraph to connect with the company:

* Explain why you feel connected to the company
* What do you respect, admire, or appreciate about the company?
* Why do you feel proud to represent this company?
* Was there a defining moment when you learned the value of the company does?

Paragraph 2: This paragraph is also your elevator pitch or branding paragraph. This paragraph explains what you do (what problem do you solve for employers OR what service do you provide). This paragraph also explains why you are motivated to do what you do!

Paragraph 3: Tailored Example. This paragraph provides an opportunity for you to give an example of a time you solved a problem, or provided a service, that relates to your work and the job you’re applying to

Paragraph 4: Ask & Close. This paragraph is short and sweet. Let them know that you’d love an opportunity to share in more detail that you’d make a great addition to their team. Be sure to list your email and phone as well (yes, even if it is in the header)! Thank them for their time and consideration and that you look forward to hearing from them!

Sincerely,

(Wet signature preferred, digital is okay)

Your Name

**John Snow**

John.Snow@gmail.com | 425-352-0000 | linkedin.com/in/john\_snow | github.com/john.snow

December 1, 2022

ABC Company

PO Box 5555

Seattle, WA 98101

Dear Hiring Manager:

I am a second-year graduate electrical engineering student who will graduate from the University of Washington – Bothell in June 20XX. I am very interested in your Senior Electrical Engineer position (Job ID xxxxx). I love that Microsoft’s values of innovation, diversity and inclusion, and corporate social responsibility are aligned with its mission to empower every person and every organization on the planet to achieve more! These values and mission are aligned with my work orientation to rise above the status quo and build awesome things! I believe that my background, skills, and education would make me a strong addition to Microsoft’s Windows and Devices Group.

As an electrical engineering professional, I design, develop, test, and manage the manufacturing of electrical equipment improving products and timely completion of projects. I do this by applying my knowledge, skills, and experience to develop manufacturing, construction, and installation standards; evaluate systems and recommend design modifications or equipment repair; and plan and develop applications and modifications for electronic properties used in parts and systems in order to improve technical performance.

During my time as a Power Supply Design Engineer with Lockheed Martin, I supported power supply design and testing to military requirements. During my tenure, I supported programs including Electro Optical targeting and navigation systems, ground and air launch missiles, and communications and control systems by performing system power calculations and power distribution design and load analysis. My focus was on contributing to the delivery of high quality, under-budget, products to the customer in a timely manner.

I’d love the opportunity to share in more detail why I would be a great addition to Microsoft’s Windows and Devices Group’s team as the Senior Electrical Engineer. You can reach me at [john.snow@gmail.com](mailto:john.snow@gmail.com) or 425-352-0000, if interested. Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

John Snow

John Snow