

COVER LETTER TEMPLATE

My Name
Phone & Email
[Address]

[Date]

[Hiring Manager] *(Optimally, identify by name or team if possible)*
[Company Name]
[Company Address]

Dear *[Mr./Ms./Dr. + last name]* (or: Dear Hiring Manager):

Request to Interview for the _____ Position

As a _____ specializing in _____,
I am particularly interested in this position/your organization because _____
_____ *[choose something specific]*.

*The wording in this template just gives you thinking cues.
Use **your own words** to make the letter yours*

My qualifications closely match your requirements:

- **Summary Response to key posting requirement: + Relevant Support**
(brief examples of accomplishments/expertise/experience/skills that support your response)

You are making your case: Show your strengths/experience that meet their major requirements and preferred qualifications.

- **Summary Response to key posting requirement: + Relevant Support**

- **Summary Response to key posting requirement/preferred qualification: + Relevant Support e**

You can group some of the requirements in one bullet, e.g., all the interpersonal skills: communication, collaboration, leadership.

I look forward to _____ . You can reach me at _____.

Sincerely,

SAMPLE COVER LETTER (Industry)

Mina Behrens
[Address optional]
mina.behrens@gmail.com

April 27, 2016

Mr. Henry Johnson *[If no name found, try role as in next line]*
Director, Polymers Research Group
Polymera, Inc.
2233 Sycamore Blvd.
Boulder, CO 80303

Dear Mr. Johnson: *[or Dear Polymers Research Director, or Dear Hiring Manager]*

Request to Interview for Senior Scientist I Position

I am currently completing my PhD in Xxxxxxx with an emphasis on polymers research. What particularly interests me about your position is that Polymera leads in the particular field of bio-polymer research and development, an area to which I can contribute my expertise and specialized skills.

My qualifications meet your requirements, as indicated in the following points:

- **Polymers research experience (5+ years):** Developed model for analyzing structure-property relationships in polymers. Characterized hydrophilic and hydrophobic polymers. Conducted degradation studies of bio-polymers.
- **Advanced quantitative and logical problem-solving skills:** ability to change research plans, and adapt quickly to new research environments. I led 3 projects reducing and analyzing massive sets of research data.
- **Led and trained two interdisciplinary research teams,** collaborating with organizations such as NIST to improve product yield and performance.
- **Modeling, simulation, and analytical skills:** MATLAB, Visual Basic, MS Office, Origin, sputtering techniques.

My extensive research experience in polymers research and specialization in bio-polymers makes me a good fit for this R&D position, and I look forward to discussing the position further with you.

Respectfully submitted,

Mina Behrens

[Notes to writer:

- *Your cover letter can be longer, but should still be one page. This format makes it easy to read at a glance.*

- *Start the bullets with answers to their requirements—relevant accomplishments/examples—rather than categories. (Bullets 1 and 3 here start with answers/accomplishments, bullets 2 and 4 start with categories.)*