

## Cover Letters

Cover letters are important pieces of persuasive writing that are often the first thing hiring agents see. While it is important to write this in a formal style, you also need to make this feel a little more personal than a standard business letter. Brag about yourself. Show off how your experiences, skills, and passions make you an ideal candidate. When writing your cover letter, keep the following in mind:

- The purpose of the cover letter (and resume) is to get a job. You need to be honest and humble, but also confident and optimistic. Talk about what specific experiences have taught you. It may even be good to explain how specific setbacks taught you valuable lessons.
- Some things you may or may not have included on a resume (babysitting and mowing lawns), may be perfect for cover letters! Volunteer experiences, group-learning environments, and personal achievements can all go into your cover letter – if they show off unique attributes about you that convey to the employer you could do the job well.
- But, not everything fits. This is not a biography. Some hobbies and skills might not be appropriate. Others might seem irrelevant, but are really great stories to tell about yourself. Your Academic and Career advisor is happy to help!
- Remember, the ultimate goal of a cover letter is to attract the hiring agents to your resume and your skills. Be proud of your accomplishments! But also remember that every position is different. Having a standard cover letter template is helpful, but you should personalize your cover letter to each position to the best of your ability.

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## Red Cardinal

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February 3, 20xx

Garvey and Associates, Inc.  
800 King Farm Blvd, Fourth Floor  
Rockville, MD 20850

Dear Hiring Manager:

When talking with your representative, James Whitmer, at The Catholic University of America's Spring Career Fair, I was happy to hear of the need for Entry Level Civil Engineers at Garvey and Associates, Inc. As someone with experience in and a passion for sustainable design, I am excited for the opportunity to join a firm that focuses on environmental and landscape architecture. Additionally, after graduating this May from the Civil Engineering program here at Catholic I hope to remain in the Washington, D.C. Metropolitan area, so I am eager to bring my experience and interests to the opening at your Rockville, Maryland location.

My attached resume demonstrates I have a solid technical and educational foundation, which I have been able to apply at my current internship at Rock and Webster. There, I have supported the engineering staff by creating construction documents for several restoration and infrastructure improvement projects, demonstrating technical proficiency using AutoCAD. I have further proven my technical skills, while working in a team atmosphere

during my junior and senior design projects. In particular, I have been working in a group with three of my peers to study water collection and reuse. Our goal is to produce a proposal to redesign a campus parking lot into a green space which would also include below ground cisterns for water collection and reuse on campus. My demonstrated technical and project skills and my interest in environmental and sustainable design would be a great addition to your engineering team.

I would be happy to schedule an interview with you at your earliest convenience to discuss my interests, background, and qualifications further. In the meantime, please let me know if there are any additional documents or information I can share with you. Thank you for your time and consideration.

Sincerely,

Red Cardinal