

# WRITING COVER LETTERS

## The Cover Letter Formula

### TOP OF LETTER:

Your Street Address  
City, State ZIP code  
  
Date  
  
Contact Name, Title (if you know it)  
Company Name  
Company Street Address  
City, State ZIP code  
  
Dear First Last Name of Contact:

### PARAGRAPH 1: Who you are / Why you are writing

- State the position for which you are applying and how you learned about it (if applicable, include the name of the person from the company who referred you – “name drop” any contacts you have encountered)
- Include your degree, major, year in school, and school name (if senior, include graduation date)
- State why you are interested in the position  
*TIP: Do NOT start with “My name is \_\_\_\_\_”*

### PARAGRAPH 2: The matching game

- Prove to the company that you can do the job by matching your skills/experience to the responsibilities and qualifications stated in the job description
- Explain how the company can benefit from hiring you and how you are the right person for the job  
*TIP: Focus on the skills/experience you have, not on those you don't have*  
*TIP: Use language from the job description and provide specific examples*

### PARAGRAPH 3: Compliment the company

- Demonstrate knowledge of the company and what they do – do your research
- Tell the company why you are excited to work for them specifically  
*TIP: Use the company's website. Also check out recent company news articles, LinkedIn, Facebook, Twitter, and YouTube.*

### PARAGRAPH 4: Thank you / What's next

- In one sentence, reiterate your interest in the position
- Thank the employer for their time and consideration, and state that you look forward to hearing from them
- State that you are available for an interview and include your email and phone number

### SIGNATURE:

Sincerely (or Regards),

← if you are providing a hard copy of your letter, sign here

Your Full Name



**WPI**

Development  
Center

## Sample Cover Letter

Please avoid repeating the exact language used in this sample. Instead, try to be creative and use language that conveys your uniqueness and communication style.

1234 Main St.  
Worcester, MA 11111

April 1, 2013

Dr. Jane Smith  
Department of Women's and Perinatal Pathology  
Doctors Hospital  
4321 Doctors Rd.  
Boston, MA 22222

Dear Dr. Smith,

I am writing to you to apply for the Associate Scientist position available in the Division of Women's and Perinatal Pathology at the Doctors Hospital. I have a Bachelor of Science degree in Biochemistry from Worcester Polytechnic Institute (WPI) and heard about the job opening through WPI's Career Development Center. As a Pre-Med graduate, I am specifically passionate about working at the Pathology Lab for its ability to translate discoveries from the lab bench to the bedside. The focus of your research in ovarian cancer and subsequent therapies directly parallel my lifelong educational interests of becoming an OBGYN and improving women's wellbeing.

My experiences at WPI, which include my Major Qualifying Project (MQP) and WPI undergraduate Biochemistry course work, have taught me a myriad of lab practices both in the field and in the lab and solidified my technical writing skills. More specifically, the unique research team I joined at UMass Medical School to complete my MQP and the long-term nature of my lab work there solidified my intuitive and practical understanding of molecular biology techniques such as PCR, gel electrophoresis, and genetic engineering. My undergraduate experimental coursework has allowed me to apply and conceptualize a wider range of techniques (Western Blotting, DNA sequencing, and RT-PCR) where I often worked with a team to investigate the relevance of our data to the greater research community and develop novel strategies to enhance future delivery of targeted results.

The Pathology Lab's affiliation with Doctors Hospital, Harvard Medical School, and Dana-Farber Cancer Institute speak for its high level of dedication to treating ovarian cancer, endometriosis, and related implications. Doctors Hospital's world-renowned clinical success stems from its strategic ability to join hands with its department of clinical research. Similarly, I am determined to become an innovative OBGYN invested in improving the lives of women and hence I am driven to apply my lab strengths and skills in the research of the Pathology Lab.

I am confident that my education, project and lab experiences will allow me to be an added asset to the Pathology team. I would like to request a personal interview to discuss my qualifications and to learn more about this opportunity. I can be reached at 111-222-3333 or by email at [jbrown@gmail.com](mailto:jbrown@gmail.com). Thank you for your time and consideration, and I look forward to hearing back from you soon.

Sincerely,

Jennifer Brown