

COVER LETTER SAMPLE

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January 1, 2020

Walter Hobbs
Owner - Hobbs Engineering
1 Main Street
Chicago, IL 96385

Dear Mr. Hobbs,

I was recently made aware of the open position within your Nuclear department at Hobbs Engineering via your company website and was encouraged to apply by Michael Mets. As I prepare to graduate with my Master of Science degree, I feel the position would be an appropriate first step into the engineering field. My coursework, communication, and research skills will allow me to successfully fulfill this position.

I noticed in the job description that you are looking for a candidate that is able to not only focus on nuclear power cycles, but also manage a team of graduate assistants. My experience at Jangle Engineering tasked me with a similar need and gave me the opportunity to supervise undergraduate students. This experience would transition well into the skills needed for this position at Hobbs. Additionally, I gained the skills needed to work with Hobbs' extensive client list through customer service based positions at McDonald's and Sheetz. I believe the technical knowledge I gained through coursework and hands on experiences I have had make me an appropriate candidate for this position.

In speaking with Michael Mets, it was brought to my attention that Hobbs' number one goal is to do work that is environmentally safe. This aligns well with my personal goal to create a more sustainable nuclear world. Additionally, the values presented in Hobbs' mission statement, being accessible and responsive, represent a work environment I strive to be a part of.

If you have any additional questions regarding my resume or qualifications, please do not hesitate to contact me at the phone number or email listed above. I look forward to hearing from you and setting up a time to further discuss the position. Thank you for your time and consideration.

Sincerely,

Ryan Dover

Ryan Dover

Enclosure: Resume, General Application, Clearances, and Unofficial Transcript