

# College of Engineering

## Undergraduate Sample Cover Letters

---

<a href="#">First Year Sample</a> .....	2
<a href="#">Bulleted form Sample</a> .....	3
<a href="#">Lab Skill Bullet Sample</a> .....	4
<a href="#">Traditional Tech Sample</a> .....	6

From the job posting:

- find 2-3 skills/qualifications
- list them as bullet points
- describe your experience with each skill

## Engie Neer

[engieneer@andrew.cmu.edu](mailto:engieneer@andrew.cmu.edu) | 412-123-2222

November 15, 2021

Dear [Company] Recruiter [or use their specific First Name, if you have it]:

I am writing to apply for the [Job title] position at [Company]. As a first year Engineering student at Carnegie Mellon University, I am very interested in the [specify] industry. I would like to bring the following skills this summer to [Company]:

- **Analytical and collaboration skills:**

During my first semester at Carnegie Mellon University, I worked on a team project for my Intro to Civil & Environmental Engineering class titled "Bridge Over Troubled Water." The project challenged us to build a tress out of popsicle sticks that could support a large amount of weight. Through this project, my team was able to use our analytical and collaboration skills to come up with different designs, then decide on the best design and execute it in the classroom. This project taught us how to take basic engineering practices that we learned in the classroom and apply them in a practical manner.

- **Excellent leadership and communication skills:**

As vice-president of my high school Community Outreach Club, I was tasked with managing the executive board meetings and increasing our event planning. By creating a systematic set of weekly emails to the 6 executive board members, everyone stayed informed of our meeting dates and also stayed up to date with our actionable agreed-upon tasks and timelines. Communicating effectively with the Event Planning sub-committee, helped us to hold 8 community programs and also to implement new ideas such as the Food Donation Drop-off. This resulted in a participation increase of 20% for 2020-2021.

I look forward to the opportunity to discuss my qualifications as outlined in the attached resume, and how I could help [Company]'s mission. Please feel free to contact me with any questions. Thank you for your time and consideration.

Sincerely,  
Engie Neer

From the job posting:

- find 3 skills/qualifications
- list them as bullet points
- describe your experience with each skill

## Meckie Deezine

[meckiedeezine@andrew.cmu.edu](mailto:meckiedeezine@andrew.cmu.edu) | 412-111-2222

September 15, 2021

Dear [Company] Recruiter [or use their specific First Name, if you have it]:

I am writing to apply for the [Job title] position at [Company]. As a junior Mechanical Engineering student at Carnegie Mellon University, I have a strong passion for the Consumer Products industry. I am very interested in bringing the following skills this summer to [Company]:

→ • **Hands-on Experience in CAD/Machine Shop:**

My experience with 3D modeling programs, specifically Solidworks was developed through my experience during my first project at college. At CMU, my experience with Solidworks started when I took Introduction to Mechanical Engineering, where I learned to conduct FEA stress analyses on existing 3D models. This culminated into a solid mechanics project where I (and my team of 3 students) designed a 0.05-ounce acrylic truss in Solidworks that broke at exactly 40 pounds of applied weight. I believe that I can use my 3D modeling and analysis abilities at your company.

→ • **Quick and curious learner:**

In my internship at Company ABC, I was able to quickly learn new software packages and programming languages in order to successfully complete my project. I worked on the GPS localization system for an autonomous semi-truck prototype that ran on a ROS-Linux system, which was interfaced to the sensor using shell scripting. I had never used a Linux computer and had never considered how GPS works beyond basic trigonometry. My manager gave me a book, somewhat ironically titled *A Gentle Introduction to ROS*, and told me to get started. Within a few weeks, I was put in charge of the system during all testing and then developed procedures for analyzing localization accuracy. It was an incredibly rewarding process.

→ • **Excellent leadership and communication skills:**

As vice-president of SHPE (Society for Hispanic and Professional Engineers), I was tasked with managing the executive board meetings and increasing our membership. By creating a systematic set of weekly emails to the 12 executive board members, everyone stayed informed of our meeting dates and also stayed up to date with our actionable agreed-upon tasks and timelines. Communicating effectively with the Membership sub-committee, helped us to coordinate 4 recruiting events and to reach out to perspective members. This resulted in a membership increase of 20% for 2020-2021.

I look forward to the opportunity to discuss my qualifications as outlined in the attached resume, and how I could help [Company]'s mission. Please feel free to contact me with any questions. Thank you for your time and consideration.

Sincerely,  
Meckie Deezine

# Remy Engineer

[rengineer@andrew.cmu.edu](mailto:rengineer@andrew.cmu.edu) | (412) 000 – 0000 | they/them | [www.linkedin.com/rengineer](http://www.linkedin.com/rengineer)

June 15, 2021

Mx. Marion Roth  
AstraZeneca

Dear Mx. Marion Roth

It is with great enthusiasm that I apply for the Associate Scientist – Fermentation role with AstraZeneca. As a Senior double majoring in Materials Science & Engineering and Biomedical Engineering at Carnegie Mellon University, I offer AstraZeneca's Cell Culture and Fermentation Sciences group the following:

- **Experience executing independent lab work with a focus on aseptic technique**  
As a double major student in both Materials Science and Biomedical Engineering, I have been exposed to a rigorous curriculum that focuses on laboratory components and operations. Specifically, my work in the Engineering Molecular Cell Biology course equipped me with skills like Polymerase Chain Reaction, modeling biochemical reactions, polymer mechanics, and controlling gene expression.
- **Exceptional attention to detail and high aptitude for exploring new technical challenges**  
My experience as an R&D Innovation intern at Merck last summer, challenged me to explore technical and scientific problems plaguing patients across the globe from various perspectives. Within my lab and working group, a culture of attention to detail and innovative thinking was paramount. This emphasis on quality pushed me to apply nontraditional technical and scientific methodologies to common issues without sacrificing the value of good work.
- **Appreciation for collaborative work focusing on inclusivity**  
My leadership role in CMU's Filipino Student Association gave me the opportunity to develop my collaborative working skills through the promotion of Filipino culture and heritage to the greater campus community by working closely with members of my organization to develop educational and engaging events. Within my work for CMU's PRISM organization, I have advanced gender and orientation diverse inclusivity through the creation of opportunities that enhance knowledge and understanding across campus, as well as the intentional construction of a social environment for queer students free of discrimination and judgement.

I welcome the opportunity to further discuss my qualifications, outlined in the attached resume, and how I can be a strong value add to AstraZeneca's mission to make the impossible a reality through cross-functional science. I can be contacted by phone at (412) 000 – 0000 or via e-mail at [rengineer@andrew.cmu.edu](mailto:rengineer@andrew.cmu.edu). Thank you for your time and consideration. I look forward to hearing back from you soon.

Sincerely,

Remy Engineer

[https://astrazeneca.wd3.myworkdayjobs.com/Careers/job/US---Gaithersburg---MD/R-D-Associate-I-II-Fermentation---BPD\\_R-105991-1?source=Indeed](https://astrazeneca.wd3.myworkdayjobs.com/Careers/job/US---Gaithersburg---MD/R-D-Associate-I-II-Fermentation---BPD_R-105991-1?source=Indeed)

June 11, 2021

Tech Company, Inc.  
21 E. California Avenue  
San Jose, CA 94088

Dear Hiring Manager,

You should always use the middle paragraphs to site an example of an experience that highlights the skills listed in the job description.



I am a Junior Electrical and Computer Engineering major at Carnegie Mellon University. I am extremely interested in the software engineering internship with Tech Company that I found on Handshake at CMU. Given my strong academic background and abundant experience in various fields of software engineering, I believe I will make a valuable addition to Tech Company.

As part of my program at Carnegie Mellon, I have taken several courses in Python and C, and have also previously worked in Java. In addition, last summer I was able to gain further experience working for Fancy Advertising Company in Tokyo, an international startup that works on automating advertising using AI. I was able to have a one-on-one mentorship experience with a Data-Scientist as I worked on implementing various data structures and algorithms. More specifically, I implemented an Earley Parser algorithm, a Tree Edit Distance algorithm, and a Tree-Grammar Inference algorithm, that together formed a greater data-driven decision-making algorithm that can autonomously reformat/convert code. The purpose of my project was to streamline Fancy's research phase through to product phase transition. During this internship, I worked in Python.

Furthermore, my experience as a Track and Field student athlete at Carnegie Mellon has helped me to develop a strong teamwork ethic, time management skills and the ability to stay calm under pressure and these abilities along with my technical knowledge will help me to be successful in a career in Software Engineering.

I look forward to hearing back from you and discussing my possible future involvement with Tech Company. If you have any questions, feel free to contact me at (111) 222-3333 or dstructures@andrew.cmu.edu. Thank you for your consideration.

Sincerely,

Dat A. Structures