

**“Blind” Cover Letter by a Sophomore Seeking an Internship**

444 Montrose Avenue  
State College, PA 16801  
(814) 235-6783  
jsample88@psu.edu

February 8, 2009

Ms. Gale DeLaveaux  
E304/C216  
DuPont Experimental Station  
Wilmington, DE 19880-0304

Dear Ms. DeLaveaux:

At the suggestion of Dr. John Lerner, Associate Professor of Materials Science and Engineering at the Pennsylvania State University, I am writing to inquire about any possible summer internship positions for 2009. I understand that you are working with thermodynamic, kinetic, and finite element modeling of reactions and flow in CVD reactors.

I am currently a sophomore in Materials Science and Engineering at Penn State. I have a thorough background in mathematics, chemistry, and physics, and I am enthusiastic about applying this background in a summer position where I will learn from experienced scientists in a research environment. My primary interests are in thermodynamics and processing, and my interests continue to expand as my education broadens.

I am eager to discuss my background with you at your convenience. Dr. Alan Kimel (814-865-4962), Associate Head of the Materials Science and Engineering Program at Penn State, is also happy to speak with you about my credentials. My daytime phone number is (814) 235-6783, and my e-mail is jsample88@psu.edu.

Thank you for your consideration.

Sincerely,  
*John Sample*  
John Sample

**Cover Letter by a Junior Seeking an Internship, Stressing Company Information**

642 Irvin Hall  
University Park, Pa. 16802  
(814) 862-7650  
jsample99@psu.edu

8 December, 2008

Stephen Rometo, Performance Engineer  
General Electric International, Inc.  
1 River Road, Building 55, Room 236  
Schenectady, NY 12345

Dear Mr. Rometo:

Reading the recent *Fortune* article declaring GE the most admired company in America for the fourth year in a row, I was inspired to learn more about your company. I explored the GE website and attended a recent GE information session held at Penn State, and I am writing to inquire about possible summer internship opportunities for 2009. The valuable experience in manufacturing I gained in a previous internship makes me a strong candidate for an internship position with the Power Systems Performance Evaluations Group.

My search for the best way to apply my electrical engineering degree sent me last summer to an internship with Motorola in a wafer fabrication lab. I found that I thrived in the manufacturing environment. During this time, I was the owner of a metal deposition machine and a screen print tool. I acquired many crucial skills such as writing specifications and maintaining equipment. I also learned many valuable lessons about manufacturing, including the nuances of communication between operators and engineers and effective methods of implementing process changes. While completing my internship, three documents I authored made their way into the factory's specification literature and I initiated three process changes. I was also honored with a scholarship award given to one summer intern who shows exceptional leadership skills.

Knowing first hand the value of an internship with a company well-respected for excellence in manufacturing, I am especially interested in GE Power Systems. I am impressed with your company's attention to its customers, especially in its new e-commerce initiatives such as the power turbine simulation web pages—a creative way to include the turbine industry in this new type of business. Finally, I respect your company's attention to the community, as seen in the number of community service projects that GE consistently undertakes.

My resume is enclosed for your reference, and I am readily available for an interview. If you need any further information, I can be reached at (814) 862-7650. Thank you.

Sincerely,  
*Jane Sample*  
Jane Sample

Enclosure: resume

**Cover Letter by a Senior Enumerating and Emphasizing Skills**

927 W. Barnard St., Apt.#1  
State College, PA 16801  
(827) 841-6836  
April 8, 2008

Wilson Geosciences  
379 Sonoma Lane  
Sonoma, CA 95476

Dear Personnel Representative:

I will be graduating in May from Penn State University with a degree in Geosciences (emphasizing hydrogeology) and am seeking employment as an entry-level hydrogeologist. There are three primary skills that I have developed to apply as an entry-level hydrogeologist:

1. Field skills and experience, which are usually primary responsibilities in entry-level positions. I have conducted my own research for my senior thesis, which involved implementing borehole dilution tests to determine the groundwater velocity in a coal aquifer. I also have extensive coursework field experience, ranging from summer field school to water and soil sampling at polluted sites.
2. A strong interest in contaminant transport and groundwater modeling. This interest, coupled with good computer skills, provides opportunities for the use of groundwater and chemical modeling software packages. Hydrogeology and geochemistry coursework have equipped me with the theoretical basis for modeling, and an introduction to software packages. My work experience has also involved extensive PC skills. Although I have had only preliminary opportunities to apply these skills to groundwater modeling packages, I am confident that I can become proficient with such packages.
3. Good communication skills. Good writing and speaking skills allow for effective communication within a company and with clients. My studies have provided me with quality writing experience. I am currently completing my senior thesis, which involves a written and a 30-minute multimedia public presentation. Throughout my studies, I actively worked to improve my writing and gain experience writing for a variety of audiences.

My resume is enclosed for your reference. I would welcome the opportunity to meet with you to discuss my career opportunities with your company. Please feel free to contact me at (827) 841-6836. I look forward to hearing from you.

Sincerely,  
*Jane Sample*  
Jane Sample

Enclosure

**Cover Letter by a Senior Emphasizing IT Skills**

999 Lions Hall  
University Park, PA 16802  
(814) 585-1000  
jsample99@psu.edu

October 1, 2008

William Peterson, Director of Development  
Atlas Information and Technology Systems  
101 Stevens Drive, Suite 303  
Lester, PA 19113-1564

Dear Mr. Peterson:

After recently speaking with Dora Plath, Human Resources Representative, I am responding to your advertisement for a Systems Administrator in the "Careers in Science and Technology" section of the September 24 edition of *The Philadelphia Inquirer*. I am highly interested in helping Atlas Information and Technology Systems in its "twin mission to provide educational software products and produce state-of-the-art computation accelerators." I will graduate from Penn State in December, 2008, with a B.S. in Information Technology.

As my resume shows, through both coursework and internships I have accrued extensive web experience. By working as a team member in my Computer Project Design class--aiding in the creation of three websites--I developed a fluency in HTML, JavaScript, and Java. I also learned how to administer a website, and I now support several different sites for research groups and students at Penn State.

I also possess large-site administration skills, having assisted with the administration of nearly 100 Unix workstations, spread over several workgroups with over 500 users. Communicating with the users, assessing software needs, debugging user code, and writing scripts to make the administrator's job easier are but a few of my daily tasks.

Finally, my experience is not limited to the Unix world. As a student intern in a computer lab for two years, I have administered over 20 Macintoshes and 40 PC-compatibles, including initial configuration of hardware, software, and network facilities.

I am confident that my package of skills will make me a versatile systems administrator with your company. I welcome the opportunity for an interview, and can be reached by phone at (814) 585-1000 or e-mail at jsample99@psu.edu.

Sincerely,  
*Jane Sample*  
Jane Sample

Enclosure

**Cover Letter by a Senior Stressing Previous Experience at the Target Company**

846 Hammond Hall  
University Park, PA 16802  
(814) 860-2233

September 23, 2008

Dr. Timothy Brown, Manager  
General Technology Division  
International Business Machines Corporation  
Burlington, VT 19000

Dear Dr. Brown:

After working for IBM and speaking with you about ceramic substrates in electronic packages over the summer, I have become interested in permanent employment in your Burlington branch. As you know, I am currently a senior Materials Science and Engineering student (Ceramic Science Emphasis) at Penn State, and I am seeking an entry-level position that involves working with the materials utilized in electronic packages.

Experiencing IBM first-hand was gratifying and exciting. Not only was I impressed with the concern IBM has for the safety of its employees, but I was intrigued by its constant striving to become a six-sigma company. Along with this goal, IBM faces the challenge of producing electronic packages that operate faster and are not limited by the speed of the substrates. I want to be part of a team that faces and meets these kinds of challenges.

As my enclosed resume shows, I have gained valuable experience from both school and employment. My academic background includes studies of various properties of ceramics with an emphasis in electrical properties of materials and integrated circuits. I have also expanded my studies by taking electives in the computer graphics area. Through my employment as a summer pre-professional for Quality Assurance under Dr. George Slusser, I was exposed to several analytical techniques to ensure the purity of materials used in chip production. In particular, I was faced with the task of developing procedures to analyze materials using x-ray fluorescence. As a result, I was able to validate my findings by comparing them to the findings obtained from accurate though more tedious analytical techniques. I am confident that my background, particularly my previous employment at your Quality Assurance division, will be of interest to you.

After you have reviewed my qualifications, I would welcome the opportunity for an interview. I can be reached at 814-860-2233. I look forward to hearing from you soon.

Sincerely yours,  
*Jane Sample*  
Jane Sample  
jsample99@psu.edu

Enclosure

## Cover Letter by a Returning Adult Student Stressing Previous Experience

166 Regina Circle  
State College, PA 16803  
(814)-414-5046  
jsample88@psu.edu

March 9, 2008

Maureen O'Neill, Corporate Recruiter  
Ecology and Environment, Inc., 368 Pleasant View Drive  
Lancaster, NY 14086

Ms. O'Neill:

I am writing to explore the possibility of becoming a part of the Ecology and Environment, Inc. (E & E) GIS team. This past December I spoke to Kim Powell, an engineer with your company, concerning E & E's comprehensive use of GIS technologies to meet the needs of a wide range of clientele. After exploring the E & E website, I was excited to see that customized GIS application development, 3D analysis and visualization, and the exploitation of remotely sensed imagery are important components in E & E's mission accomplishment. Furthermore, I note that E & E incorporates a wide range of disciplines and technologies to solve complex, multi-faceted environmental problems. I am a firm believer that the world's problems cannot be solved by a single approach or discipline, and it excites me to know that this concept is part of your company's vision.

I have specific skills that I believe would make me a solid addition to the E & E GIS team. I have recently completed a comprehensive course in GIS customization: Programming ArcObjects with VBA. Additionally, this September, I will complete an advanced course in GIS application development which covers advanced ArcObjects programming, application packaging and deployment, and web services development. I have a keen interest in the development of innovative custom-made GIS applications, and I am eager to become increasingly proficient in this area.

While serving as a Geographic Intelligence Specialist in the U.S. Marine Corps, I had extensive interaction with clients, developing project requirements, explaining the potentials and limitations of available technology, and fine-tuning end products. Additionally, I had many opportunities to present analytical findings and project results to both clients and superiors—an experience that made me a confident public speaker. I have also had the opportunity, both at the university and in the military, to train entry-level geospatial analysts in the principles of GIS and remote sensing. I truly enjoy sharing the knowledge that I acquire alongside others and learning from those around me who are more experienced.

As indicated in my resume, my university education is not yet complete, but will be soon. This summer I will spend the semester completing 12 credits of required general electives and geography core courses, graduating in August. I am available for full-time employment at the beginning of September, with the possibility of working part-time this summer—an opportunity that may facilitate a seamless transition into the E & E GIS team. I am excited about the prospect of working at this dynamic environmental firm, and look forward to speaking to you about my career opportunities with Ecology and Environment, Inc.

Sincerely,  
*John Sample*  
John Sample

Enclosure

**Cover Letter by Graduating Senior Stressing Business Background and Training**

302 Tener Hall  
University Park, PA 16802  
(814) 852-1729  
jsample88@psu.edu

26 October 2008

Mr. Brian Roberts  
Anadarko Petroleum  
1201 Lake Robbins Drive  
The Woodlands, TX 77380

Dear Mr. Roberts:

At the suggestion of Dr. Mark Lowrey, Professor of Geography at the Pennsylvania State University, I am writing to inquire about a possible full-time position beginning June 2009. I understand that Anadarko makes use of ESRI programs and Spotfire DecisionSite Map Interaction Services (Map IS) across the fields of geology and business analysis to aid in the decision of oil basin exploration – topics that I have researched thoroughly at Penn State.

I am currently a senior in Geography in the Geographic Information Systems (GIS) option and minoring in Global Business Strategies in the Earth, Energy, and Materials Industries. As my resume shows, I was recently an intern at Dewberry and Davis, LLC, an engineering consulting group that works closely with the Federal Emergency Management Agency (FEMA). At Dewberry, I received extensive training in GIS programming and data conversion and analysis. Last semester, I undertook an independent study, under the guidance of Dr. Lowrey, where I explored the applications of remote sensing in the oil and gas industry.

I am enthusiastic about applying my experiences in a full-time position where I hope to learn from professionals involved in the many areas of oil and gas exploration using the most up-to-date technologies. I also hope to gain a better understanding of the use of analytics tools to more efficiently find and strike oil. Furthermore, I would relish the chance to apply my minor of Global Business, especially within Energy Economics, in the industry to further enhance my experience with Anadarko.

I admire Anadarko's strong position in the field of exploration in a small but competitive market. I am especially interested in the company's willingness to provide extensive training to employees in their associated projects. On a more personal note, Nigeria being my home country, I am aware that Anadarko was recently awarded an operatorship of Block 3 in the Nigeria-Sao Tome Joint Development Zone.

I am eager to further discuss my background with you at your convenience. If you need any further information, please refer to my electronic portfolio [www.personal.psu.edu/jsample88/](http://www.personal.psu.edu/jsample88/). By phone, I can be reached at (814) 852-1729. Thank you.

Sincerely,  
*John Sample*  
John Sample

Enclosure: Resume

**Cover Letter by Recent Graduate Stressing Education and Experience**

278 McElroy Dr.  
Charlottesville, VA 22903  
(824) 247-5707  
jsample99@hotmail.com

May 24, 2008

Ms. Tisha Malenovsky  
Science Applications International Corporation  
800 Oak Ridge Turnpike  
P.O. Box 2502  
Oak Ridge, TN 37831

Dear Ms. Malenovsky:

I am writing to you because I recently learned of an open position as a geologist with SAIC in Reston, Virginia, as I was searching the web site Career Path (Job Code TLM003695). I became interested in your company as I learned that SAIC has a focus not only on the environment, but also on maintaining high quality assurance standards, heavily focusing on implementing the ISO 9000/14000 as one of your provided services. I am a recent graduate from The Pennsylvania State University with my B.S. degree, and I am highly interested in working as a geologist for SAIC.

As my enclosed resume shows, my focus in the Geosciences within my Earth Sciences curriculum has trained me in many different areas of science. I have taken several courses in field geology in which I gained experience in coring, mapping, using GPS units, and surveying. Other relevant coursework I have completed includes soils, a geography course that focused on programming in Arc View, and the geology of oil and natural gas. I have also completed a Bachelor of Arts in the French language in which I had extensive communication training. I have spoken publicly at formal events on numerous occasions, and I've had several documents published, both in journals and on the web. In my work as a QA intern at Asea Brown Boveri, I had much exposure to standard QA procedure such as testing incoming material, creating warranties, and implementing ISO 9000 standards within the QA department.

I am readily available to meet with you and discuss possible opportunities with SAIC, and I would welcome the opportunity for an interview. I can be reached at (824) 247-5707 or at jsample99@hotmail.com. I look forward to hearing from you soon.

Sincerely,  
*Jane Sample*  
Jane Sample

Enclosure: Resume



**Cover Letter by a Recent Graduate Stressing Transferable Skills; Letter Sent Via E-mail**

Dear Andersen Consulting Representative:

I am a recent graduate from The Pennsylvania State University, with a BS degree in Geography and a minor in Natural Sciences. I am interested in an entry-level position with Andersen Consulting, especially within the Process Competency. I would be grateful for an opportunity to meet with you to discuss employment possibilities. Per your website instructions, I am expressing my interest via e-mail and a pdf of my resume is attached.

Admittedly, I do not have a specifically business- or technology-related degree; nonetheless I have some proficiency with both as well as a sharp, probing mind and a keen, demonstrated interest. Through the acquisition of my degree and parallel experiences I have accrued a highly diverse education, gaining technical as well as cultural knowledge. My technical, computer-related knowledge is based in Geographic Information Systems, using both ArcView and ArcINFO, with some knowledge of programming with Avenue for ArcView, as well as Microsoft Office and statistics-oriented programs such as Excel and SPSS. Much of my cultural experience, in addition to my coursework, can be attributed to my interest in travel, resulting in participation in study abroad programs in England and Italy and a previous exchange program in Japan, besides my own personally contrived adventures. My traveling has helped heighten my international awareness while scaffolding my independence, whereas my steady participation in athletic clubs has taught me skills to work well as a team player.

I am an accelerated-thinking and highly motivated individual with an innovative spirit and continuous interest in learning. My variegated background has provided me with the ability to be both tech-minded and analytical as well as communicative and able to employ international/cross-border thinking. I would be very willing to relocate nationally or internationally and travel frequently. I am confident that my self-styled education will afford me the ability to perform very well in a position for Andersen Consulting.

I am drawn to Andersen for its solid reputation and challenging work environment and am highly interested in discussing employment opportunities with you further. I can be contacted through my e-mail address at any time.

Thank you for considering my request. I look forward to speaking with you soon.

Sincerely,  
Jane Sample  
jsample88@hotmail.com

Attachment: Sampleresume.pdf

**Cover Letter by a Graduate Student Seeking a Research Position**

614 Waupelani Drive  
State College, PA 16801  
(814) 843-8674  
jsample99@psu.edu

March 25, 2008

Sarah Brooks  
Phelps Dodge Mining Company  
9780 E. Sanchez Road  
Safford, AZ 85546

Dear Ms. Brooks:

At the suggestion of Dr. Earl Kaya, Senior Research Engineer at Phelps Dodge Mining Company, I am writing to apply for the position of Research Engineer. I am confident that my graduate and research experiences in mineral processing engineering make me an excellent candidate for this position.

My current research at the Pennsylvania State University is focused on the use of ultrasonic energy to enhance the performance of dense-medium cyclones for fine coal recovery. In the lab, I have designed and built two pilot-scale cyclone circuits. My sample analysis has exposed me to a wide variety of analytical techniques (e.g., float-sink analysis, size analysis, ash and sulfur analyses) and various types of laboratory equipment (e.g., wet-drum magnetic separator, light scattering size analyzer, pumps, and controllers).

In the large scale of my research project, I supervise two undergraduate work/study students. I am responsible for assigning them daily tasks, overseeing their work, and ensuring their safety in the lab. I am also a teaching assistant for an undergraduate mineral processing laboratory class. Along with grading laboratory reports, I monitor groups as they complete their exercises. My primary duties are to ensure the students' safety, promote appropriate laboratory behavior, and teach the proper use of equipment.

More broadly, my graduate school experience has awarded me valuable professional ties. Quarterly Industrial Advisory Board meetings provide an open forum for the discussion of my research. The Department of Energy, which funds my project, requires stringent quality assurance and accuracy in the data we provide. Next month, I will attend a chemical waste management training program, sponsored by my department, as part of our ongoing mission to meet EPA compliance standards.

I look forward to hearing from you.

Sincerely,  
*John Sample*  
John Sample

Enclosure: Resume