

Cover Letter Construction

Do I really need a cover letter?

A cover letter can set you apart from other candidates who may only submit a resume. It shows that you have taken the time and effort to research the company and the job and have put thought into your application. When in doubt, create one!

Cover Letter Components

Introduction:

- Start your cover letter by addressing the hiring manager and introducing yourself.
- Mention the job title you are applying for and how you learned about the position.

Summary:

- In the first few sentences, highlight your qualifications, skills, and experience that make you a good fit for the position.
- You can also mention any relevant accomplishments that demonstrate your expertise.

Skills and Experience:

- In the body of the letter, provide details on your skills and experience that align with the job requirements.
- Discuss your relevant experience in software development, cybersecurity, UX design, or any other tech-related field.

Achievements:

- Provide specific examples of your achievements, such as projects you have worked on or products you have developed, and how they have contributed to the success of the organization.

Passion for the Industry and Product:

- Demonstrate your enthusiasm and passion for the tech industry.
- Discuss your interest in emerging technologies, coding languages, or other relevant areas showcasing your commitment to the field.
- Find [something compelling](#) about the company to write about.

Closing:

- Thank the hiring manager for considering your application and express your enthusiasm for the opportunity to interview for the position.
- Include your contact information and availability for an interview.

Signature:

- End your cover letter with a professional closing, such as "Sincerely," and your full name.
- You can also include your LinkedIn profile or online portfolio link to provide more information about your work experience and projects.

Cover Letter Tools

In the age of AI, writing tailored cover letters is becoming much easier. The following tools can help you write standout cover letters faster and ensure you're tailoring them to each position.

ChatGPT

A generative AI tool like ChatGPT can produce the foundation for a good cover letter. Ensuring you are prompting ChatGPT to write a cover letter effectively is a key skill worth developing to help you move through more job applications with tailored cover letters at a faster rate. Here are some tips for prompting ChatGPT for your cover letter:

- Prompt ChatGPT by providing your background, experience, and skillset. You can do this by copying and pasting your resume into ChatGPT.
- Pull the "responsibilities" section of the job you're applying to and copy it into ChatGPT
- Your prompt may look like this:
 - *Review my resume for experience, skills, and accomplishments. Utilizing this information, write my cover letter for (title) role at (company) in a conversational tone, using the job responsibilities below as a reference.*
- Once you receive your results, copy and paste them into a separate document. Go through this process a couple of times, and make edits to your prompt as needed. Copy and paste each set of results into the same document.
- Once you have a few iterations, pull what you like from each version and ensure it accurately reflects your experience.

[Coverdoc.ai](https://coverdoc.ai)

This is an AI cover letter generator that utilizes job information like title, company, job description, and your LinkedIn profile to craft your cover letter. It will include insights about the target company's products and industry, which helps you further personalize your interest in the company. There is a free subscription, but it limits the number of cover letters under this plan; however, can be a great tool to use as needed!

Cover Letter Examples

Note: You are welcome to use these examples as a foundation for your cover letter. Be sure to customize it to your skills and experience, the role, and the company.

Cybersecurity

Dear [Hiring Manager],

I am excited to apply for the entry-level SOC Analyst position at [Company]. As a recent graduate with a certification in Cyber Security and a passion for protecting users and company assets, I am confident that I would make a valuable contribution to your team.

What excites me most about [Company] is the innovative products and services that you offer. I have been following your company closely and am impressed by your commitment to providing cutting-edge solutions to help protect businesses from cyber threats. I would love the opportunity to be a part of this mission and contribute to the success of your company.

I have worked on several cybersecurity projects, including performing vulnerability assessments and penetration testing for a financial services company. I have also gained experience in network security and threat intelligence.

I have worked on several cybersecurity projects giving me experience in conducting security assessments, analyzing security logs, and monitoring network traffic. I am also familiar with various security tools and technologies, including SIEM, IDS/IPS, and vulnerability scanners.

My attention to detail and critical thinking skills have been instrumental in identifying and resolving security threats in a timely manner. Additionally, my ability to work collaboratively with cross-functional teams has enabled me to effectively communicate technical information to non-technical stakeholders.

I am excited about the opportunity to bring my skills and passion to [Company] and contribute to your team's success. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

[Your Name]

Data Analyst

Dear [Hiring Manager],

I am excited to apply for the Data Analyst position at [Company]. As a recent graduate with a certification in [Field of Study], I am confident that my skills, knowledge, and passion for data analysis make me a strong candidate for the role.

What excites me most about [Company] is the innovative products and services that you offer. I am fascinated by the ways in which data can be used to drive decision-making, and I am eager to contribute to your team's efforts to improve the customer experience through data-driven insights.

During my time at the bootcamp, I gained hands-on experience in data analysis techniques such as data cleaning, data wrangling, and data visualization. I am proficient in programming languages such as Python, SQL, and R, and I have experience working with data analysis tools such as Excel, Tableau, and Power BI.

In my previous academic and internship experiences, I have had the opportunity to apply these skills in real-world settings. For example, in a recent internship, I worked with a team to analyze customer feedback data and develop recommendations for improving the product. Our recommendations were well-received by the product team and led to significant improvements in customer satisfaction.

I am a self-starter who is eager to learn and take on new challenges. I am confident that my technical skills, attention to detail, and strong work ethic would enable me to make a valuable contribution to [Company]. I am excited to bring my skills and passion to your team and contribute to your continued success.

Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

[Your Name]

Data Scientist

Dear [Hiring Manager],

I am writing to express my interest in the entry-level Data Scientist position at [Company]. As a recent graduate with a certificate in Data Science and a [degree type] in [name of degree], I am confident that my skills, knowledge, and passion for data analysis make me a strong candidate for the role.

I am thrilled about [Company]'s innovative service and the potential it holds for positively impacting the lives of its users. I am excited to apply my analytical skills to contribute to developing cutting-edge products that can change the world.

During my time in the bootcamp, I honed my skills in data wrangling, data visualization, statistical modeling, and machine learning. I have experience working with programming languages such as Python, R, and SQL, as well as with tools like Tableau and Excel.

I had the opportunity to work on real-world data projects that required me to draw insights from complex data sets. One of my notable projects involved analyzing traffic patterns in a city and creating a predictive model that could forecast traffic congestion. Our team's recommendations helped city officials optimize traffic management and reduce congestion.

As a self-motivated individual with a strong work ethic, I am confident that I can bring a fresh perspective and valuable insights to your team. I am eager to continue learning and exploring new areas of data science to expand my skill set.

Thank you for considering my application. I am excited about the opportunity to bring my skills and enthusiasm to [Company] and contribute to its mission of providing cutting-edge services to its users. I look forward to discussing my qualifications further with you.

Sincerely,

[Your Name]

Software Engineer

Dear [Hiring Manager],

I am excited to apply for the Software Engineer position at [Company]. graduate with a certification in Software Engineering and a passion for building software, I am confident that I would make a valuable contribution to your team.

What excites me most about [Company] is the innovative services that you offer. I have been following your company closely and am impressed by your commitment to providing cutting-edge solutions to your users. I would love the opportunity to be a part of this mission and contribute to the success of your company.

In my previous academic and internship experiences, I have gained valuable knowledge in software development. I have experience working with programming languages such as Python, Java, and C++, as well as with web technologies like HTML, CSS, and JavaScript. Additionally, I have experience working with various software development tools and technologies, such as Git, Docker, and Agile methodologies.

My attention to detail and ability to work collaboratively with cross-functional teams have enabled me to effectively develop software that meets user requirements. I have worked on various projects, ranging from developing a web application to streamline the admission process for a university to building a machine learning model that could predict customer churn for a subscription-based service.

I am excited about the opportunity to bring my skills and passion to [Company] and contribute to your team's success. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

[Your Name]

UX Designer

Dear [Hiring Manager],

I am excited to apply for the UX Designer position at [Company]. As a recent graduate with a degree in Graphic Design and a passion for creating user-centered designs, I am confident that I would make a valuable contribution to your team.

I have been following [Company] closely and am impressed by the innovative products and services that you offer. I am excited about the opportunity to work with your team to develop designs that can improve the user experience and exceed user expectations.

During my time at Springboard, I gained knowledge in various design tools, including Adobe Creative Suite, Sketch, and Figma. I have experience creating wireframes, user flows, and prototypes to effectively communicate design concepts to stakeholders. I have also conducted user research to gain insights into user needs and preferences and used the findings to inform design decisions.

I have also worked on various design challenges, from creating a user-friendly mobile app to designing a website for an e-commerce company. I have a keen eye for detail and am committed to creating designs that are aesthetically pleasing and user-friendly.

I am excited about the opportunity to bring my skills and passion to [Company] and contribute to developing user-centered designs that enhance the overall user experience. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

[Your Name]

Tech Sales

Dear [Hiring Manager],

I am excited to apply for the Sales Development Representative position at [Company]. As a recent graduate with a certificate in and passion for tech sales, I am confident I would make a valuable contribution to your team.

I have been following [Company] and am impressed by the innovative products and services that you offer. I am excited about the opportunity to work with your team to help increase sales and grow your customer base.

During the Springboard Bootcamp, I learned various sales and marketing techniques, including lead generation, lead qualification, and customer relationship management. I have experience working with sales tools like Salesforce, HubSpot, and LinkedIn Sales Navigator to effectively identify, engage, and nurture potential leads.

I am confident in my ability to work collaboratively with cross-functional teams, including marketing and sales teams, to develop and execute successful sales strategies. I am goal-oriented, driven, and have a passion for helping others.

I am excited about the opportunity to bring my skills and passion to [Company] and contribute to the growth of your sales efforts. Thank you for considering my application. I look forward to the opportunity to further discuss my qualifications with you.

Sincerely,

[Your Name]

Now it's your turn!

Click on your program's most relevant job description and create a cover letter based on the job description.

- [Cyber security specialist](#)
- [Data Analyst](#)
- [Data Scientist](#)
- [Software Engineer](#)
- [UI/UX Designer](#)
- [Sales Development Representative](#)