LVX
VERITAS
VIRTVS

Professional Writing

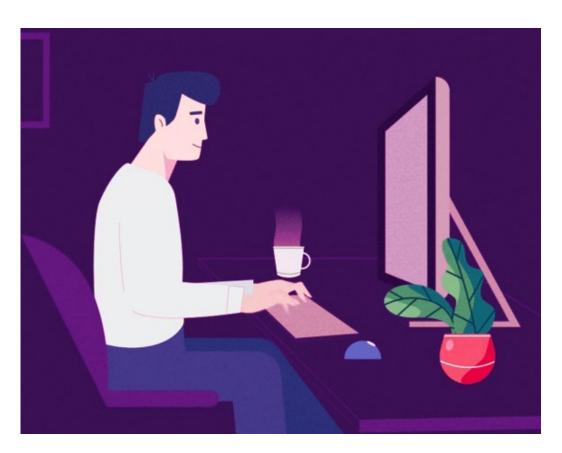ENCP6000 Career Management for Engineers

Northeastern University
College of Engineering

What is Professional Writing?

All types of written communication used in and around the workplace

- Networking letter
- Thank you notes
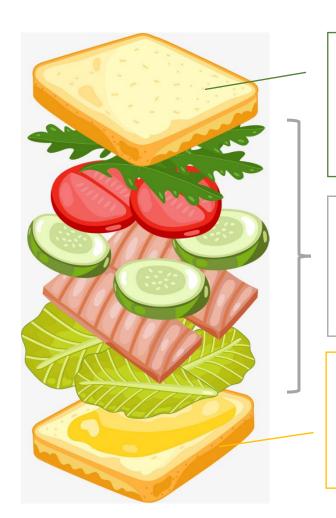- Emails from recruiters, employers, colleagues

Cover Letters

Why should I hire you?

Why are you interested in this job?

Why are you making a career/geography change?

Is there a relevant accomplishment you can share?

Think Sandwich!

First paragraph – indicate the role you are interested in, and provide some basic information about you

Second paragraph – review your experience and qualifications; make a connection to the job!

Third paragraph – thank the employer for their consideration and leave it open for next steps

Addressing Your Letter

Human Relations Department
Runkeeper
1 Winthrop Square
Boston, MA 02110

Mr. James Storey
Human Relations Department
Runkeeper
1 Winthrop Square
Boston, MA 02110

Mr. James Storey
Runkeeper
1 Winthrop Square
Boston, MA 02110

Runkeeper
1 Winthrop Square
Boston, MA 02110

Hiring Manager
Runkeeper
1 Winthrop Square
Boston, MA 02110

Dear Mr. Jones,

Dear Ms. Smith,

Dear Human Resources Recruiter,

Dear Human Resources,

Dear Hiring Manager,

Respectfully,

Sincerely,

- Don't assume the reader knows what you are talking about
- Don't ramble
- Don't use inappropriate humor

- Do check grammar and spelling
- Do use the same heading as your resume
- Do show your personality
- Do customize

Cover Letter Sample and Review

- Let's look at a sample job description and its associated cover letter

- Working with your group, critique the cover letter written by Sachin Shah for Trip Advisor (in the syllabus).

  - Are the three components included?

  - Has the applicant used an appropriate salutation and closing?

  - Has the student made specific connections to the job description?

  - Any other comments or feedback for Sachin?

TripAdvisor Vacation Rentals Software Engineering Co-op TripAdvisor, the market leader in travel research, is seeking a talented Software Engineer Co-op for the Vacation Rentals team in its Boston office at North Station. The Vacation Rentals team, a separate business unit within TripAdvisor, is building the next big product - making it easy for our customers to research and book vacation rental. As a Software Engineering co-op, your work will encompass the key areas of execution for the Vacation Rentals business including building APIs, micro-services, web UIs, native apps, all on a PCI compliant platform. We move quickly, projects are short (in average 3 days), and you will ship features every day used by millions of people. TripAdvisor is well known for having an extremely strong engineering organization ? you will be working with the best and getting stuff done, in the fastest growing area of an incredibly profitable, growing, fun company.

Qualifications
* Working towards a BS or MS in Computer Science or equivalent
* Be available for co-op January 2017- June 2017
* You have a solid foundation in data structures, OO Design with rock-solid programming skills
* You have some hands-on knowledge of Linux, Java, JavaScript and related open source technologies such as Apache, Tomcat, and MySQL
* You have strong interpersonal skills, analytical skills, combined with intellectual curiosity. A desire and ability to "get things done" are essential requirements
* You want to work in a rapidly changing, collaborative, and iterative product development environment

SACHIN SHAH

Hiring Manager
Human Relations Department TripAdvisor LLC
400 First Ave
Needham, MA 02494

Dear Hiring Manager:

I am writing to express my interest and apply for your job listing for a Software Engineer Co-op, which I found on Northeastern's Co-op network. I am a diligent, self-motivated and analytical computer systems engineering graduate student at Northeastern University. I enjoy being challenged and working on projects that require me to work outside my comfort zone and knowledge set, while continuing to learn new languages and develop techniques that are important to gain more practical experience and add to the success of an organization.

As a computer systems engineer, My technical expertise includes cross-platform proficiency (Windows, Linux), strong foundation in programming languages (including C, C++, C#, Java, and SQL); and advanced knowledge of developer applications, tools, methodologies and best practices (including OOD, web-development using open source technologies like Apache Tomcat, Spring MVC) and engineering big-data systems. I have a strong interest in information technology and business applications. The professional experience as a mainframe developer at Accenture for one year, helped me explore the domain of the use of technology to attain business goals. As a proactive and enthusiastic developer, my tasks included analyzing functional business requirements and managing all facets of product development lifecycle which includes developing of COBOL/DB2 applications using JCLs/PROCs. My active listening skills helped in handling problems and taking improvement advice. I have been repeatedly recognized for developing innovative solutions and have received appreciation for proving credible work which resulted in leading heights of achieving targets.

TripAdvisor is well known for having an extremely strong engineering organization who believes working with the best and valuing perfection. This is what excites me about working at TripAdvisor. I have excellent time management skills that help me to define priorities and implement activities tailored to meet deadlines. I am eager to face the challenges to develop creative and innovative systems solution for TripAdvisor.

I look forward discussing about this opportunity further with you. You can contact me at ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨ Thank you for your time and consideration.

Sincerely,

Sachin Shah

SACHIN SHAH

Your heading should match your resume heading

Hiring Manager
Human Relations Department TripAdvisor LLC
400 First Ave
Needham, MA 02494

The inside address should include the name, title and business of the company. If you know the name of the recruiter or HR individual, include it here.

Dear Hiring Manager:

Use last name only in the greeting or salutation, or title if name isn't known.

I am writing to express my interest and apply for your job listing for a Software Engineer Co-op, which I found on Northeastern's Co-op network. I am a diligent, self-motivated and analytical computer systems engineering graduate student at Northeastern University. I enjoy being challenged and working on projects that require me to work outside my comfort zone and knowledge set, while continuing to learn new languages and develop techniques that are important to gain more practical experience and add to the success of an organization.

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I look forward discussing about this opportunity further with you. You can contact me at ▨▨▨▨▨▨▨▨▨▨▨ Thank you for your time and consideration.

Sincerely,

Include a closing.

Sachin Shah

Include a space for your signature before your typed name.

The body should contain your purpose, why you are qualified and your contact information

Posh started as a group passionate computer scientists looking to create and change the expectations of what is possible. With high hopes for conversational AI and the lack of tools available for it, the team at Posh set out to enable developers to easily leverage these advanced technologies and define the new way to interact with users.

Qualifications:
- Computer science background, or similar, with proficiency in Python and general software development practices
- This role will involve using Posh libraries and tools to design, implement, and test chatbot solutions using Pause, our Python-based programming language for chatbot scripting
- Strong proficiency in English and English grammar is a must
- Bilingual (esp. with Spanish, French, etc.) is a plus

Nikunj Lad

Python Chatbot Engineer

Dear Hiring Manager,

"OK Google! Tell me a joke", "Hey Siri, Call Mom" - and probably a lot more requests are made by we humans to the AI assistants daily, and guess what, they obey each and every one of it (unlike we humans). Chatbots have become so real, that while ordering your favourite Basil Fried Rice with Crispy Chicken online, you won't even realize if you talked to a human being or a robot! I have been curious about the fact that how machines can think and learn like humans which led me to develop specific interests in deep learning technologies and trying to find solutions to such problems at scale.

I believe I will be a great fit for the Python Chatbot Engineer position because I have a significant experience developing production level scripts using Python.

I have experience working in the software industry for 3 years and this has helped me develop my analytical and problem-solving skills. Not only did it affect the way I approach problems, but also made me realize critical business considerations which needs to be made while developing a product. One of the unique traits of mine include developing a system keeping the end user in mind. For instance, a research journal I published in Springer required me to think from the perspective of the people diagnosed with the disease. Viewing the problem from the end user point of view gave me clarity about the approach I need to take for solving the problem and it acts as a motivating factor for other projects I undertake. I usually ask myself, is there a better way to do this task? How much will it affect the end-user? Is it simple or am I trying to make it more complex? Questions like that make me think about developing a product in a way in which it creates maximum user impact.

Having worked in a startup previously, I can develop a product end-to-end and design production grade scripts coupled with version control. Creating intelligent autonomous videos in this video first era is essential and I helped scale their video production rate from 30 videos / day to an average of 300 videos / day. What really excited me was the fact that I was creating an impact on millions of people while trying to help small business scale their processes. Currently, I am developing an automodeller software to suggest best machine learning algorithms given any dataset as part of my research work here at Northeastern University

I wanted to close with a quick story of Posh Technologies which make me more curious and excited. A day ago, I visited the Posh website, just to have a little conversation with "Poshie Bot". After about 15 mins of virtual conversation with Poshie, I came to know on what channels does Posh integrate with, what a conversational AI is, how it handles security, who are on the Post team and a whole lot of other stuff about Posh. I find it really exciting to see how can one strike a very human like conversation with an agent and I feel giving it more intelligence and life like effect is something I find it exciting enough to work on and that is the kind of work I want to be doing.

Thank you for taking the time to read my note, I am incredibly excited to have the opportunity to be considered for this position.

Sincerely,
Nikunj Lad

Scheduling an Interview

We would love to bring you in for an interview! When are you available?

A. I'm available tomorrow!

B. I'm available Monday at 4pm

C. I'm available next week on Monday, Tuesday, and Thursday any time between 12pm-5pm

D. I'm currently out of the country, and will be available in two months

E. ....no response

We would love to bring you in for an interview! When are you available?

A. I'm available tomorrow!

B. I'm ava~~ilable Monday t~~

C. I'm ava~~_____~~ esday, and Thursd~~ay~~

Does not provide employer with enough time to schedule arrangements

D. I'm cur~~_____ ll be~~ availab~~_____~~

E. ....no response

We would love to bring you in for an interview! When are you available?

A. I'm available tomorrow!

B. I'm available Monday at 4pm

C. I'm available next week on Monday, Tuesday, and Thursd

D. I'm cur
availab

Too limited - does not provide employer flexibility

E. ....no response

We would love to bring you in for an interview! When are you available?

A. I'm available tomorrow!

B. I'm av

Too far out - does not provide employer flexibility

C. I'm av y, and Thursday any time between 12pm-5pm

D. I'm currently out of the country, and will be available in two months

E. ....no response

From: ///

Date: May 29, 2019 at 18:00:33 EDT

To: ///

Subject: Re: RevTwo Internship

Hi,

I just checked, please schedule my interview any other day then 5th. I have some errands to run on that day. I will be free after 4 on that day.

On Wed, May 29, 2019, 4:44 PM /////////////////////////////////////// wrote:

> Hi dave,
> Thank you for reaching out to me. Yes I should be available on 5th. Please suggest a time when I shall come for the interview.
>
> On Wed, May 29, 2019, 4:25 PM /////////////////////////////////////// wrote:
>
>> Dear ////////
>>
>> We posted internship positions through your Co-Op program and received your response. We are interested in interviewing you if you are still available to work with us and help build this exciting AI company. We would like to meet you in person at our offices at 745 Atlantic Avenue (across the street from South Station) on Wednesday June 5. Please let us know if you are available that day and we will respond with a time. We would expect the interview to last 90 minutes.
>>
>> We look forward to meeting you.
>>
>> Kind Regards,

Don't include…

- Information about your personal appointments

- Details regarding scheduling conflicts

- Questions about salary, relocation expenses, housing, commute, benefits, vacation time, before offer

- Questions about what the job entails
  - Except when you receive a cold outreach from a recruiter

Hi NAME OF CONTACT,

Thank you for extending me the opportunity to interview for the Software Developer Co-op position at Nokia. The following is my availability for a phone screening next week:

Tuesday 8/6: 3PM-5PM

Wednesday 8/7: 10AM-12PM

Friday 8/9: 1PM-2PM

Please let me know if you need me to provide additional availability. I look forward to speaking with you.

Best,

YOUR NAME

Once Interview is Confirmed

Hi NAME OF CONTACT,

Thank you for confirming the interview for Wednesday, 8/7 at 11AM. The best number to reach me at during this time is 617-123-4567. I look forward to our conversation!

Best,

YOUR NAME

Tips & Tricks

- Mirror the language of your contact for concise communication

- Ask who is interviewing you, if information is NOT provided

- Put this interview on your calendar and research transportation to the company ahead of time

- Start drafting thank you email in advance

Thank You Email

- Many people have taken the time to review your resume and invite you to learn more about the role and to learn about you

- Used to thank the interviewers and reaffirm your interest in the position

- Demonstrates professional behavior

- ALWAYS send a thank you email within 24 hours for any and ALL interviews (phone screens include!)

Consider the Following…

When writing your thank you email, reflect on these questions:

- Was there a response you could improve on?
  - Did you forget to mention a skill or leave something else out?
- What skills or qualifications do they seem to emphasize?
  - Reinforce them!
- What stuck out to you in response to your questions?
- Look at the notes you took during your interview! They will help personalize each of your thank you emails.
- Only 4% of candidates send them – stand out!

Subject: Thank you – Software Developer Co-op Interview

Hi NAME,

Thank you for meeting with me to discuss my candidacy for the Software Developer Co-op position at Nokia. I enjoyed speaking with you about [SPECIFICS YOU DISCUSSED REGARDING THE ROLE]. I also appreciated learning [INCLUDE A PERSONALIZED PIECE YOU LEARNED FROM THE INTERVIEW]. I am very excited at the possibility of joining your team and using the skills I have to further develop within Nokia.

Thank you for your consideration. Please let me know if there is additional information you would like me to provide. I look forward to speaking with you about the next steps.

Sincerely,

YOUR NAME

Recruiters

Sometimes Recruiters or Human Resources Representative to reach out directly regrading a job opportunity, interview, or offer.

It is important that you:
- Confirm it is not a scam
- Are not being offered contract work (you are not able to accept contract work)
- Are not sharing personal information prior to an offer (passport, SSN, Visa documents, etc...)

If something seems odd don't hesitate to reach out to your co-op advisor! Throughout all your communication is it important to correspond professionally.

Emails from Recruiters

How to respond

- If a job description is included, review it to see if you are interested and respond to confirm interest in next steps
- If a job description is not included, respond asking for details on the position
- If the recruiter wants to talk to you about contract or full-time positions, politely decline and let them know you are interested in intern opportunities

From: ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨
Date: Thu, 18 Jul 2019 at 1:16 PM
Subject: POPULUS GROUP: Job Opprotunity - Medtronic, Inc.
To: ▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨▨

Hello ▨▨▨▨

You were referred to us by the Medtronic, Inc Program Office for a contract position. I understand they would like to extend this role to you. If you choose to proceed with the offer, Populus Group will become your employer and handle all of your human resource needs, all payroll and expense processing, and you will have the option to participate in several benefits designed for contingent workers.

I would like to schedule a 15 minute call with you to walk through the job specifics, onboarding process, and to answer any questions you have, please let me know what day and time works best for you.

I look forward to speaking with you.

Contract Work

Avoid Acronyms

- Don't use LOL, JK, TTYL etc. in a professional setting.
- Don't use acronyms that the target audience wouldn't necessarily know. For example, do not use COE, SES etc. when emailing a recruiter.

Check spelling/grammar

- You can install [Grammarly](#) to help you double check your email.
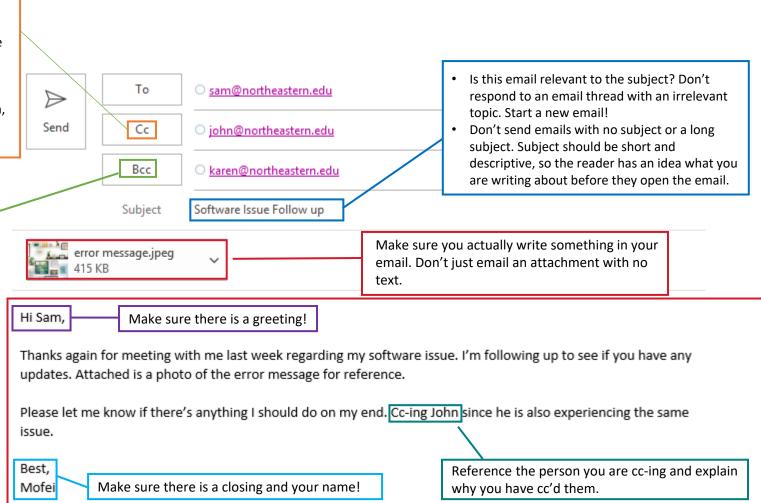- Turn on spell check/grammar check/autocorrect in [Gmail](#) or [Outlook](#).

Avoid emailing while high on emotions

- Come back to the email later when you are less likely to regret what you wrote.
- Set up [undo/unsend in Gmail](#) or [delay sending in Outlook](#) so you have time to cancel the email if you made a mistake or need to reword something.

Cc – carbon copy. The people you add to this line are all going to get a copy of your email. They will also be able to see who else is cc'd. Cc people who wants to be looped in or need to be notified of the conversation, but you're not expecting them to respond.

Bcc – blind carbon copy. The people you add to this line are all going to get a copy of your email. They will NOT be able to see who else is bcc'd, but they can see who is cc'd. They will also not be able to reply all. You are not expecting people you bcc to respond to your email.

Send

To ○ sam@northeastern.edu

Cc ○ john@northeastern.edu

Bcc ○ karen@northeastern.edu

Subject Software Issue Follow up

- Is this email relevant to the subject? Don't respond to an email thread with an irrelevant topic. Start a new email!
- Don't send emails with no subject or a long subject. Subject should be short and descriptive, so the reader has an idea what you are writing about before they open the email.

error message.jpeg
415 KB

Make sure you actually write something in your email. Don't just email an attachment with no text.

Hi Sam,   Make sure there is a greeting!

Thanks again for meeting with me last week regarding my software issue. I'm following up to see if you have any updates. Attached is a photo of the error message for reference.

Please let me know if there's anything I should do on my end. Cc-ing John since he is also experiencing the same issue.

Best,
Mofei   Make sure there is a closing and your name!

Reference the person you are cc-ing and explain why you have cc'd them.

Within MGEN – Email Etiquette

- Communicate with your assigned advisor/coordinator
  - DO NOT email all coordinators in one email or separately
  - DO NOT go shopping for answers
- Allow up to 48 business hours for a response
- When requesting a meeting: explain why you want to meet; give context, I may be able to help you through an email response rather than a meeting
  - DO NOT send a meeting invitation via Outlook without discussing and confirming date and time first

Within MGEN – Teams Etiquette

- If you have an important issue you wish to resolve, always EMAIL. The person you are trying to reach may not be active on Teams and may not see your message.

- Do not send documents over Teams. Email so the recipient has an easily accessible copy. It is easy to lose documents via Teams.

Helpful Tips!

- When asking for help:
  - I appreciate your help with this matter
  - I appreciate you taking the time to resolve this issue

- Expressing appreciation of a response
  - Thank you in advance

- When sending a "reminder"
  - Have you given the person enough time to handle your request?
  - Have they asked you to send them a reminder?
  - You don't want to sound critical, or be a nuisance

Helpful Tips!

When Americans are uncertain or would like clarification, they have a *question* (not a doubt!)

- *"I have a question about this."*

- Doubt is used when you are 1) suspicious of something or someone, 2) if you think someone cannot do something or
    - For example:
        - I doubt Martin did that project by himself
        - I doubt Jane can pass that online assessment for Google

Helpful Tips!

Instead of…	Use…
"…our conversation **last noon**"	our conversation **yesterday** or **yesterday afternoon**
"thank you for **making** the interview"	• Thank you for the interview • Thank you for interviewing me • Thank you for **making time** to meet with me
"…has increased **multiple fold**"	• …has increased **significantly** • …has increased **a lot** • …has **doubled**
"awaiting a positive response"	• Looking forward to your response • I look forward to hear from you
"trust things are great at your side"	• I hope all is well with you.

Helpful Tips!

US Cultural Expectations about Meetings/Appointments

- If you are asking for a meeting/appointment:
  - State the purpose
  - List the issues you want to discuss or the questions that you have
  - Be specific and detailed in your message
    - Example: "Dear Mofei, I'd like to meet with you to discuss my resume. I have some questions about how to include my academic projects on my resume. I have not completed many projects, and I am worried that my resume is too short."

- People generally want to help, but they are busy

- The more specific information you provide, the easier it is to help you

Subject: Sunshine Technologies Phone Screening

Hi Sam,

Thank you for your recent application to Sunshine Technologies. We are very impressed with your resume and would like to schedule you for a phone screening next week. Could you let us know when you would be available for 30 minutes?

Best,
Carrol

A

Hi Carrol,

I'm so excited that you have reached out!! I love Sunshine Technologies and have been looking forward to the opportunity to work with you guys for so long! I am available next Wednesday, March 10 at 3PM. Will you call me or should I call you? Can't wait to chat!

Peace & love,
Sammy

B

Hi Carrol,

Thank you so much for reaching out. I'm excited about the opportunity to interview for the Software Engineer Intern role at Sunshine Technologies. I am available next week on Monday, March 15 from 10AM – 12PM and Thursday, March 18 from 2PM-5PM. Please let me know if either of these times work for you or if you would like me to provide additional availability.

I look forward to speaking with you.

Best,
Sam

Subject: Raincloud Innovation Inc. Interview Follow up

Hi Mary,

Thank you for coming in last week for interviews. Do you have time for a quick phone call today or tomorrow?

Best,
Jack

A

Hi Jack,

Thanks for reaching out. I'm excited to hear from you. I am available today from 2-3PM or tomorrow 10AM-12PM. I look forward to speaking with you.

Best,
Mary

B

Hi Jack,

Thanks for reaching out! I am busy today and tomorrow because I have to prepare for mid-terms. So could you tell me what this phone call is about or send me an email with some more details?

Thanks,
Mary

Subject: Co-op Openings at Yellow Tree Corporations
Attachment: Yellow Tree Corporation Intern Roles.pdf

Hi students,

Yellow Tree Corporations is a new company working on technology that helps to predict forest fires. They are currently looking for the following two roles – job descriptions are attached. Please send me your tailored resume by Friday at noon if you are interested.

Software Engineer Intern
Data Analyst Intern

Best,
Mofei

A

Subject: RE: Co-op Openings at Yellow Tree Corporations
Attachment: resume.doc

B

Subject: RE: Co-op Openings at Yellow Tree Corporations
Attachment: Charlie Brown Resume.pdf

Hi Mofei,

I have reviewed the job description for the Software Engineer Intern role at Yellow Tree Corporations and am interested in applying. Please find my tailored resume attached.

Thanks in advance,
Charlie

A

Subject: URGENT MEETING NEEDED

Hi Mofei,

I need to meet with you. It's urgent.

Sam

B

Subject: Meeting for upcoming interview

Hi Mofei,

I just received an interview request for this Friday. I would really like to practice some interview questions with you ahead of time but can't find an available slot on your calendar. Is it possible to meet tomorrow afternoon? I'm free after 2PM when I'm done with classes.

Thanks,
Sam

A

Subject: RE: Co-op Openings at HappyLand Co.

Hi Mofei,

I want to share some good news with you! I just got a co-op offer from Sunshine Technologies! Thank you for your help with my resume and interview prep. Can you let me know what I should do next?

Thanks,
Bob

B

Subject: Sunshine Technologies Co-op Offer

Hi Mofei,

I want to share some good news with you! I just got a co-op offer from Sunshine Technologies! Thank you for your help with my resume and interview prep. Can you let me know what I should do next?

Thanks,
Bob

Plagiarism

The practice of taking someone else's work or ideas and passing them off as one's own

In educational contexts, plagiarism is considered a violation of academic integrity and a breach of journalistic ethics.

Definition from Oxford Language

Why is plagiarism taken so seriously ?

The reasons are that plagiarism is considered stealing other individuals' work and defeats the purpose of education.

Plagiarism in academia and in business can ruin a writer's credibility and have serious consequences, such as expulsion from school or loss of a job.

Recognize Plagiarism

- Using someone's exact words without quotation marks or citing the source
- Paraphrasing or summarizing someone' words without citing the source
- Stating ideas or research specifically attributed to another person without citing the source

Northeastern University Citation & Academic Integrity Code

Avoiding Plagiarism

- ✓ Quoting should be used if you are stating the exact words from your source
- ✓ Write summary in your own words, not copied from source
- ✓ Include main points, omitting details, facts etc.
- ✓ Use fewer words than source
- ✓ Be objective and do NOT include interpretation

About Cover Letters

You might think…	But the outcome is…
We have similar experiences/skills, and we are looking for the same type of jobs. Why not just use the same cover letter, or copy most of it anyway?	Your cover letter is more than just a list of your experience and skills. It should also be personalized to show your personality and tailored to the specific company. The employer should be able to get a sense of who you are through your cover letter. If you get selected for an interview, when the employer meets you, they will know you didn't write your cover letter because your personality does not match.
I don't know how to write well, so it's better to copy someone else's because they are a better writer.	Your communication skills will show during your interview, and they will know you didn't write your own cover letter. You would be labeled a liar and will not get the job.
It is also so much easier to copy, why work harder when I can work smarter?	The employer will see that your cover letter is very generic. It will be clear that you found a sample online, copied it and did not even try. Why would they hire you?

What are templates?

- Templates give you general guidance on what to write. It might contain guiding information or fill in blanks for you to flesh out your ideas but will NOT be fully written for you.

- If it is a fully written document, it is an EXAMPLE, not a template. Examples are meant to show you what others have done, but not for you to copy. Never copy an example. Copying an example is copying someone else's work, which is PLAGIARISM.

RICHARD WILLIAMS

3665 Margaret Street, Houston, TX 47587 • RichardWilliams@gmail.com • (770) 625-9669

[Today's Date]

[Hiring Manager's Name]
123 Company Address
Company's City, State, Zip Code
(xxx) xxx-xxxx
hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager's Last Name],

The first paragraph should contain a self-introduction. Write who you are, where your expertise lies, where you found the job posting (or who referred you), and why you want to apply.

The second paragraph should respond directly to the job description. Describe how your relevant experiences, skills, and abilities help you meet the company's needs. To make that easier, you can (and should) literally include words and phrases from the job description here.

- You can also include a bulleted list of your accomplishments
- Make sure you quantify (add numbers to) these bullet points
- A cover letter with numbers is 100% better than one without

To go the extra mile, research the company and try to find out what they are doing – and why – given the current state of their industry. Explain how you can fit into that framework, and help push the company forward and achieve any goals you suspect they have.

The final paragraph is the "call to action" portion of your cover letter. Inform the hiring manager that you'd love to get interviewed. Give them your contact information. Tell them you'll reach out again next week if you don't hear back. Thank them for their time.

Sincerely,

Richard Williams

This is a template

Your Name

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address

City, ST ZIP Code

Dear Recipient Name:

To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just click the option you need.

Find even more easy-to-use tools on the Insert tab, such as to add a hyperlink, or insert a comment.

Sincerely,

Your Name

This is a template

DO NOT use cover letter generators online. Those are GENERIC and employers will know because they've seen the same words/sentences used by other people before. Recruiters read so many cover letters per day, they will know.

Questions?

Upcoming Speaker Series

Remember you must attend 2 and submit 2 summaries for this course!

MGEN Co-op Team Presents:
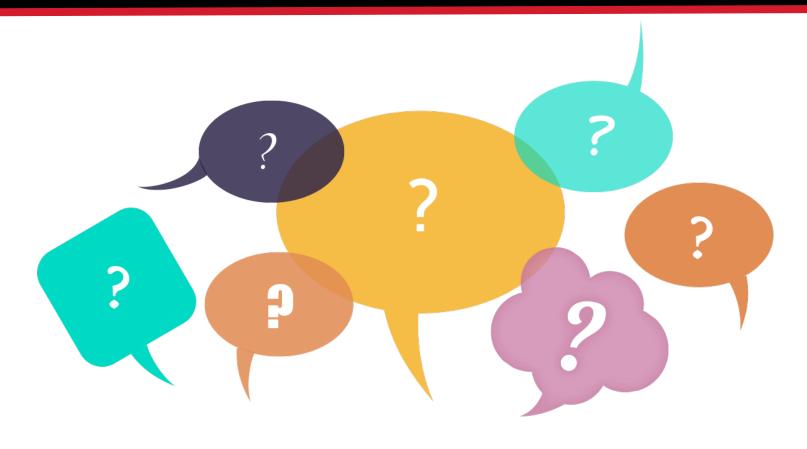
Northeastern
College of Engineering
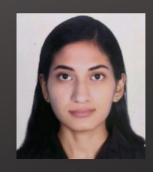
SPEAKER SERIES

Shea Belsky
CTO of Mentra

Shea Belsky is the autistic CTO of Mentra, a neurodivergent-friendly hiring platform designed to connect job seekers with employers who value their strengths and talents. He will be sharing insight and advice about being a young leader in the start-up tech field.

- When: Wednesday 02/15 @ 5:00PM EST

- Where: Snell Engineering Center 108

    RSVP: QR code

#MGENSpeaker

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