

COVER LETTER SAMPLE

420 California Street
Monroe, LA 71205
March 12, 20--

Mr. John Smith
Section Manager
Lockheed Martin Corporation
6801 Rockledge Drive
Bethesda, MD 20817

Dear Mr. Smith:

In May I will graduate from Louisiana Tech University with a Bachelor of Science degree in Electrical Engineering. I am writing to explore the possibility of employment as a control systems engineer at Lockheed Martin Corporation.

I noted in a professional journal that Lockheed Martin is undertaking a new project in missile control systems. Many of my electives were in the fields of control systems and computers, and I worked for three summers in microcomputer applications. I have extensive experience in working on teams and was selected to serve as a project leader for a recent senior assignment. The project was part of a research grant which our professor had received, and our work resulted in a more efficient design of an automated control system. My co-op experience with Raytheon, after my junior year, provided opportunities for me to gain unique experience and to develop strength in analytical and problem-solving abilities. As a person who seeks a challenge, I am self-motivated, dependable, and energetic.

My resume, which provides information about my education, work experience, and campus activities, is enclosed for your review. I believe that I am well qualified to make a contribution to your new project, as it is directly related to my interests and past experience. I will call you within two weeks to follow up on my application. In the meantime, if you wish to contact me, I can be reached at (318) 320-0000.

Sincerely,

(Signature)

Robert M. Brooks

Enclosure