

## Basic Guidelines

1. Keep it short - three or four paragraphs on one page.
2. First paragraph: Explain what you want and how you heard about the company.
3. Second and/or third paragraph: Tell why the company should hire you -- pick your top three to five strengths from your resume.
4. Third or fourth paragraph: Close with how the company representative may contact you and remember--"please" and "thank you" are never out of style!
5. Use matching resume paper. Mail flat.

Street Address  
City, State, Zip  
October 2, 20XX

Name  
Title  
Company Name  
Street Address  
City, State, Zip

Dear Ms. Last Name:

I will be graduating from the University of Missouri-Rolla in May 20XX with a B.S. in Civil Engineering and I am very interested in employment opportunities with COMPANY NAME. Your class presentation yesterday in our Senior Seminar was very enlightening about the future directions of construction. My last design project was a collaboration with a ceramic student on glass in structure so I was most impressed with your company's lead in that area and am interested in working in such an environment.

Some of my abilities that I feel would be very useful to your firm include:

- Academic performance in civil courses
- Experimental structure design interest
- Co-op with supervisory and design experience
- Hands-on with a variety of equipment
- Campus involvement and leadership in performing arts
- 3 summers extensive structural landscaping experience

Follow-through is another strong quality. I also enjoy solving practical as well as theoretical problems in course work and would like to apply those same skills on the job.

I would greatly appreciate a few minutes of your time to look over my attached resume and the opportunity to talk with you about a full-time position with COMPANY NAME.

You may reach me at 573.341.3333 or by email at student@umr.edu. I look forward to hearing from you soon. Thank you.

Sincerely,  
*Name*  
Name

Enclosure

10 Autumn Way  
Rolla, MO 65401  
October 1, 20XX

Mr. Jane Recruiter  
Manager of College Relations  
Motorola, Inc.  
300 Success Drive  
Chicago, IL 60657

Dear Ms. Recruiter:

After researching Motorola, I am very interested in employment in your Applied Research and Development Center as well as design engineering in your Cellular Group. Last year I was privileged to receive a Motorola Communications Fellowship that went a long way to aid my work as a graduate student. It also personally demonstrated to me the long-standing commitment to quality and excellence that has proven Motorola the leader in advanced communications technologies.

In May of 20XX, I will receive my Masters in Electrical Engineering from the University of Missouri-Rolla. My thesis, which is currently being considered for publication in the ICASSP Conference Journal for 20XX, and my graduate studies have prepared me well for a position as a researcher as well as a design engineer in the Cellular Group. My qualifications include:

- Extensive course work and research into speech and the processing of speech waveforms.
- Courses in advanced signal processing, estimation and detection theory.
- Computer experience in ISL (Interactive Laboratory Systems), CSL (Computerized Speech Laboratory) and LPC manipulation program ASL and computer network maintenance.
- Work experience including supervisory and management responsibilities.

Specific information is included on my attached resume. I look forward to hearing from you about exciting future employment opportunities with Motorola! You may contact me at 573.341.3333 or at james@umr.edu. Thank you very much for your consideration.

Sincerely  
*James Smith*  
James Smith

Enclosure