

Use the header of the document to create a personalized "stationary." Use your "stationary" for all your documents: your resume, cover letter, and references.

1786 Hunter's Point
Jefferstown, FL 86929
(159) 840-3344
franklinlee@gmail.com
franklinlee@LinkedIn.com

Parts of the Letter

Heading FRANKLIN LEE

Date May 7, 2014

Address Jon Brickmann, Director of Human Resources
ExxonMobile
7950 East Chicago Street, Suite 590
Cementville, OH 56902

Don't overuse "I." Note that this cover letter only uses I only a few times.

Salutation Dear Mr. Brickmann:

Opening Paragraph Please accept this letter as application for the position of Junior Powertrain Calibration Physicist for your new Ohio team. I was excited to learn that a position such as this would soon become available. With much of my professional experience being in powertrain calibration and specifically in oil drilling machinery, I find this opportunity to be a great fit.

Body Here are a few highlights of my accomplishments during my time working for General Physics Corporation and in the field of powertrain calibration:

- Coordinated off-site drilling logistic surveys leading to increased oil capture of 62% and a nearly 20% decrease in spending; **Be specific.**
- Experienced supervising, training and mentoring a team of 17 interns;
- Spearheaded work group of British Petroleum staff to coordinate strategic crisis management plan;
- Collaborated with local protesters to find a solution to backyard drilling project; **Maintain consistency. If you write in past tense remain in past tense.**
- Direct familiarity with the field of physics and how it relates to powertrain calibration.

Closing Paragraph I believe that you will find that my past experience in various capacities within powertrain calibrations and drilling offers a wealth of knowledge and insight that could be beneficial to your open position. I look forward to an opportunity to further discuss how my skills and qualifications match what you are seeking in the role of Junior Powertrain Calibration Physicist. I will follow up with you in a few days to answer any preliminary questions you may have. In the meantime, you may reach me at (169) 840-3344.

Avoid ending on a passive note. Try a more proactive statement such as the one above.

Close Thank you,

Signature 

Name Franklin Lee

This letter is concise, but compelling, and respects the reader's time.