**School of Natural Sciences and Mathematics- Suggested Cover Letter Template**

**(Customize based on your experiences. For educational purposes only)**

**Your Name**

Richardson, TX 75080 **|** (555) 867-5309 **|** your.name@utdallas.edu **|** Your LinkedIn link here

Header (use the exact same heading as your resume with these elements.

January 15, 2024 [Today’s date]

Hiring Manager [Or hiring manager’s name if known; or Search Committee]

Burns & McDonnell [Organization name]

123 Main Street [Street address]

Paragraph 1: Identify the title of the exact position and explain why you are applying to this company.

Wallingford, CT 12345 [City, state, zip]

Dear Hiring Manager: [Or hiring manager’s name, then colon]

I am writing in reference to the Summer 2024 Data Science Internship [title of position] with Burns & McDonnell [company name]. As a Data Science junior at the University of Texas at Dallas, I am passionate not only about data management and analysis, but also implementing techniques in ways that are efficient and beneficial to clients. Burns & McDonnell is very well known in the industry for developing cutting edge technology and I am excited about the possibility of contributing to your mission.

I am highly skilled in C++, Java, SQL, and Python, and have extensive experience in team projects and working collaboratively in a wide variety of environments. As an undergraduate, I have completed a number of technical projects by collaborating with classmates and building both my technical and interpersonal skills. This past fall I led a team of students in designing, coding, and implementing a SQL database. Our team completed analysis and designed documentation with data flow diagrams, structural charts, process specifications, a data dictionary and a user’s manual.

Paragraph 2: Expand on your experience- why are you qualified- customize this to the job description. May add another experience paragraph if you have a lot of applicable experience.

Please find my attached resume which further describes my experience and skill set. I am confident that my technical skills, professional experience, and commitment to clients make me an excellent fit for Burns & McDonnell. I can be reached at (555) 867-5309 or by email at your.name@utdallas.edu and I look forward to hearing from you soon about my application status.

Sincerely, [Closing- or Best regards/Respectfully/etc.]

Paragraph 3: Thank them, invite them to contact you, or suggest next steps.

(Insert your e-signature here)

Your Name [Type your name here.]

Pro tips:

* Customize your letter to the employer’s position description. Write a new, customized letter for each organization you apply to.
* Paragraph 2- Additional suggestions: summarize your strengths relevant to the position. Provide narrative and examples of when and how you developed your technical/soft skills, based on the job description.
* Do not repeat the information on your resume but expand on it.
* Keep your letter to 1-page maximum, for industry jobs.
* Convert both your cover letter and resume to PDF. Combine documents before sending (unless instructed to submit separately).