

**CONTENT SUGGESTIONS FOR LETTER OF APPLICATION** (Length-- one page recommended)  
(For postal mail, adjust the top and bottom margins on the page so they are equal. May also use the lines between the date and name in the recipient address to adjust spacing.)

*(May spell out or abbreviate the name of the state, if abbreviate remain consistent throughout the letter)*

*(Use first and last name include middle initial if known; if gender uncertain omit Ms. or Mr. and use the first & last names)*

*(Use the last name only; punctuation is a colon after the name)*

*(If the gender is unknown, use RE with as much information as possible. Do not repeat information in first paragraph.)*

*(Develop a plan for follow-up letters to enhance your chances for employment. Save some STAR examples for future letters.)*

*(Note the difference between the active and passive close. With the active close, you maintain the initiative. If you commit to follow-up, remember to fulfil the commitment.)*

*(Four lines between close & your name for postal mail)*

*(Sign just above your printed name for postal mail.)*

*(If you're mailing by postal mail, add word Enclosure which refers to your resume)*

Your street address  
Your City, State Zip code  
Your email address  
Your phone number

Date

Ms. or Mr.  
Title  
Name of the company  
Postal mailing address  
City, State Zip code

Dear Ms. or Mr.:  
RE: Full-time Software Engineering Position with Boeing in Seattle

**Opening Paragraph**

- Describe why you are interested in the job description and employer. Use specific statements that are professional and unique to you. Make your letter interesting to read.
- State where and how you heard about the position, unless stated in the RE salutation. For example, Full-time Mechanical Engineering Position listed in ISU ECSONline
- Provide major and graduation date; unless stated in the RE salutation..

**Middle Paragraph(s)**

- Provide examples of your competencies that fit the job description. Include pertinent information gained from your research about the position or organization and your experience. Remember, your resume provides the results; the cover letter provides information about the situation or your actions.
- Use descriptions rather than general conclusions. For example rather than writing, "I am well organized," briefly, describe the situation or your actions that demonstrate the statement. For example, you could tell about the summer you had two part-time jobs and volunteered as a coach or mentor in a sports or academic program.

**Closing Paragraph**

- *Active close:* You maintain the initiative to contact the employer by indicating a date that you will follow-up. If your e-mail address and phone number(s) are not listed above, include in the final paragraph.
- *Passive close:* Ask the employer to contact you for additional information. If your e-mail address and phone number(s) are not listed above, include in the final paragraph.

Sincerely,

Your name

Enclosure