

Not sure where to start?? Use the company's website to find helpful info and to identify your person of interest.

John Smith

33 Academic Way. Durham NH 03824
123-456-7890 | johnsmith@gmail.com

Remember!!! Your resume is **factual** and your cover letter is the "**why**". Include why you are the best candidate, why you are in the field, why you enjoy the work, and why you want to work for them specifically.

May 23, 2016

Ms. Susan Doe
Sensor System Manager
Raytheon BBN Technologies
870 Winter Street
Waltham, MA 02451

Always **personalize!** If you don't know the name of the person who is receiving this, then try searching the website or LinkedIn for it.

If you cannot find a specific name or position title of the person you are sending this to, use "Dear Hiring Manager" instead of "To Whom it May Concern".

Dear Ms. Doe: (Dear Sensor System Manager:)

INTRO

It is with great excitement I write this letter to express my sincere interest in the Staff Scientist I position for the Sensor System Group at Raytheon BBN Technologies. I learned about this position through the Raytheon BBN Technologies Website. As a recent physics graduate, I found this position very interesting as it provides great opportunity to learn about different scientific projects and its applications. I am excited to move forward with my career as a scientist and gain experience in sensor systems and modern technology; while demonstrating and utilizing the skills and abilities I gained through classroom projects and laboratory research.

WHY

After reviewing the position description, it appears the most successful candidate would come equipped with both theoretical and technical knowledge. Having previously worked with the Nuclear Physics Group (NPG) at UNH, I was able to gain experience researching thermometry required for a solid ammonia target. Being part of the research, I calibrated and tested a variety of temperature sensors used to monitor a cryogenically cooled solid ammonia target, held in a 5T magnetic field. I also programmed on LabVIEW to communicate remotely with nuclear instruments and record data during the experiment. At the completion of the research, I presented the results at the Undergraduate Research Conference at UNH. In addition to this research, I also enjoyed utilizing the on campus woodworking shop to create usable furniture. I took every opportunity to learn different craftsmanship and implemented my creative ideas during my four year at college. My hands-on experiences on various projects gave me the opportunity to work independently and collaboratively within groups to generate new solutions to solve problems.

CLOSE

Thank you for your time and consideration; enclosed you will find a copy of my resume and a list of references. I will contact you within two weeks' time to confirm the receipt of my application and to offer an opportunity to go over any questions you may have for me. I look forward to the opportunity to further discuss my background with you.

Sincerely,

John Smith

John Smith

Helpful!! Show don't tell. Avoid repeating the same stuff that's on your resume. Mention life experience that is directly related to the experience you would like to have in the work field that also illustrates who you are and why you deserve this opportunity.