

Cover Letters

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Rhetorical Situation

- Writer is applying for a specific job
- Uptake of job description
- Cover letter accompanies a resume



Goals

- Tries to move the hiring process along
- Doesn't try to cause an immediate hire
- Provides opportunity to highlight parts of resume



Uptake

- Used to decide whether to continue with applicant
- Used to form interview



Research

- Viewed samples from varying fields and levels
- Used online models from professional sites
- Consulted co-op advisors



Findings

Overall similar structures

- Header
 - Reason for applying
 - Background
 - Why you're a good fit
- Closing



Job Postings

Overview holds important information for developing why you think you would be a good fit for the company.

These sections will hold keywords/important points to prompt the content of your cover letter

MotorSports Development Engineer (New Grad) Job Description

Position overview:

This Development engineering will focus on process improvements on several cells for the Motorsports division. They will be involved with developing new and modifying old Standard Operating Procedures, and Test Schedules. The Engineer co-op will provide support to Cell Assembly, Engineering, and Testing departments.

This is a full time salaried position based at our Waltham, MA location.

Primary Responsibilities:

- Review, understand and document tasks required to complete each unit operation for battery (cell) assembly (ultrasonic welding, winding, laser welding, filling) area.
- Assist in the development of new processes with the Cell Assembly Engineering team.
- Document using standard format Operation Procedures to create a clear, easy to follow procedure for reference and training of new employees.
- Work with cell assembly team to develop and improve quality control systems.
- Implement and qualify new equipment to increase cell assembly capability.
- Ongoing training of technicians in proper procedures, equipment operation, and quality standards.
- Understand battery manufacturing equipment and test equipment; working closely with technicians and engineering team
- Implement equipment improvement projects to increase reliability
- Create and modify 3D models and detailed drawings
- Writing and modifying testing schedules
- Daily support for Motorsports Team

Specific Skills/Abilities

The position requires attention to detail, resourceful problem solving and strong communication skills as well as strong hands on skills.

Education/Experience

- Bachelor's in Mechanical or Electromechanical engineering is desired.
- Demonstrated strong interpersonal skills; including demonstrated strong verbal and written communication skills.
- Proficiency with Microsoft Office Suite (word, excel, PowerPoint, etc.) is required.
- Experience with Pro E or SolidWorks is preferred.
- Ability to work independently with minimal direction, and also as part of team.

Cover Letter

Nomica Salsa

48 Saint Stephen St.

Boston, MA 02115

508-335-8828

Dear Hiring Committee:

I am writing to apply for the MotorSports development engineer position at A123 Systems Inc. listed on Northeastern University's job search website. I was excited to see a growing company invested in making progress into the future of clean energy in the automotive industry. I have experience with startups similar to A123 and find that I am most driven in such an environment.

Working at Amphenol PCD, I was introduced to the types of standards mandated by military and aerospace industries. The rigorous standards implemented on us by ITAR and military arms suppliers taught me the importance of well organized and effective documentation. This job is also where I became accomplished using Pro-E/Creo and quality control processes. While working at Infinium, Inc., I worked on a small research team refining a process to create primary aluminum via electrolysis. I modelled in AutoCAD inventor and helped to build infrastructure for the developing process. I also performed material compatibility tests and post experiment analysis using x-ray diffraction, scanning electron microscopy, and data analysis in MatLab.

Aside from my work experience, I am a recent student at Northeastern University. In my labs and classes, I have developed strong technical writing and communication skills, the ability to work effectively with teams of people, and resourceful problem solving skills.

I believe I work best in a fast paced, energetic environment and think I would be able to integrate well into a team like A123 Systems' MotorSports. I would welcome the opportunity to further discuss the position and my qualifications in the near future. Thank you very much for your consideration!

Sincerely,

Nomica Salsa

Header

Introduction Paragraph

Background Paragraph 1

Background Paragraph 2

Closing Statements

Signature

Intro and Closing

Purpose

Reason

Proposition

Compatibility

Next Step

Acknowledgment

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Sincerely,

Nomica Salsa

Name

Contact information
(open list)

Greeting

Salutation

Name

Background Paragraphs

→ NOT a narrative of your resume, but rather an opportunity to expand on what you can bring to a position based on your experience

Include keywords/skills that are in direct response to job listing

Use action verbs

Specific details of work you've done that may be relevant to job

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Questions?