

# Cover Letters Of Today



# **Allison Gelles**

Technical Career Coach, Tech Talent Pipeline (TTPR)

Namm 621

- Recruiter in the Tech Industry
- Tech University Recruiting team at Google
- Recruiting for SaaS startups
- University Computer Science Career Counselor

# Framework

## Guide

[Name]

[Position Applying For]

[Date]

[City, State]

Ph. [Number]

Email [Email]

[LinkedIn]

Dear Hiring Team, *(if you know the name of the hiring manager, you can put it here)*

### Introduction

Introduce yourself and express your enthusiasm to the potential employer. Include why you're excited about the job and the company and how it lines up with your career goals. Work in keywords from the job posting and match your skills to the employer's requirements. Summarize what qualities and experiences make you a great fit for the company and the role.

### Body

Write 1-2 paragraphs where you include skills that are relevant to the position you are applying for. Discuss a specific improvement or goal achieved and how it relates to the role. Work in any technical skills or abilities that will be useful in your future position.

### Closing

Conclude by saying thank you to the employer for his/her time and consideration and by making a call to action. Reiterate your interest in the position and highlight how your qualifications and skills make you a great candidate for the position. Politely state that you welcome the opportunity to become a contributing member of the team.

Sincerely,

[Your Name]

# **Anatomy**

## **Introduction**

Opening remarks, introduce your case

## **Body**

Detail & “prove” your case with examples

## **Conclusion**

Closing remarks, reiterate interest, thank you

# **Introduction**

## **Express your enthusiasm to the potential employer**

I'm writing to express my interest in joining the MTA as a Software Development Intern. I'm a rising junior at CUNY City Tech, pursuing a Bachelor's degree in Software Development.

## **Why you want to work there**

As a lifelong New Yorker, I am passionate about making societal impacts and I appreciate how central the MTA is to the wellness of our city.

## **What qualities and experiences make you a good fit**

With combined experience across fullstack development and building easy-to-use applications, I am well positioned to make productive contributions as a member of the development team.

# Body

## Detail your points

### Fullstack Development

In my time at CUNY City Tech, I've had the opportunity to work on a variety of projects that have helped me build my skills in full-stack development. This year, I built a robust weather application with a team of 3. I used React and Node.js to create a user-friendly interface and employed the National Weather Service API. I not only strengthened my technical skills through this project, but I learned how to work in a team of developers and achieve a common goal.

# Body

## Easy-to-use applications

In addition to my coursework, I'm a member of a student group called the CivicTech Collective. One project I worked on with the collective was a transit companion app to help users plan their trips and track real-time arrivals. Through user feedback, I learned that people often struggle with using transit apps and often miss their stops. To solve this, I added a reminder feature that notifies users when they're near their destination. I also focused on creating a simple, easy-to-navigate interface, testing different designs to ensure users could quickly find what they needed.

# Conclusion

## Reiterate interest

I am excited to contribute my experience to the development team at the MTA and give back to my city. I welcome the opportunity to speak further and look forward to hearing more!





# Alternative Highlights

Leverage non-technical experience to highlight soft skills

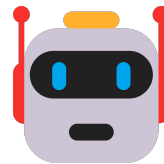
Other work experience

Volunteer experience

Relevant interests

**Look to the job description for cues**

# Using AI



It is not **bad** to use AI, but it is bad to use AI **poorly**

- Read what it wrote! Ask yourself “What is being highlighted?”
- Add details about ***your*** actual experience

## Follow-up responses to AI

“This sounds like it was written by AI, make it sound more like me”

“Here’s a project I did [example]. Can you work this in?”

“Give me an outline to complete”

# AI Example

“I am particularly drawn to your company’s emphasis on building high-quality, scalable systems and believe my passion for well-structured, efficient code aligns with your development principles.”

## But **WHAT** is this sentence **SAYING**?

- I like your company because the systems scale - *how is this unique?*
- I am passionate about clean code - *is this reason enough to hire someone?*

 **Ask yourself, is this a worthwhile read ?**

# Techniques for AI

Write the first draft yourself - “Can you make this better?”

Make an outline of key points - 1. Opening

- a. Software internship
- b. Junior at City Tech
- c. Like MTA because interested in public service

2. Fullstack project

- a. Robust weather app
  - i. React, Node.js, National Weather Service API
- b. Group project
  - i. team of 3
  - ii. collaboration

3. CivicTech Collective project

- a. Transit companion app
  - i. Real-time updates & stop notifications
  - ii. User testing

4. Conclusion

# Short Form Questions

Text box for short-form responses **INSTEAD** of cover letter

## WHY?

- Answer specific questions
- Unique interest in the company
- Cut down on the fluff



**Make sure to answer the question**

# “Why do you want to work here?”

Compelling reasons could be

- Personal connection to the product
- Genuine interest in the mission
- Excitement about technology specific to the company
- Other relevant experience that increased your interest



You should be able to think of a reason you want to work somewhere **WITHOUT** having to use AI

Charlie Green  
Software Development Intern

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April 9, 2025

Dear Hiring Manager,

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In my time at CUNY City Tech, I've had the opportunity to work on a variety of projects that have helped me build my skills in full-stack development. This year, I built a robust weather application with a team of 3. I used React and Node.js to create a user-friendly interface and employed the National Weather Service API. I not only strengthened my technical skills through this project, but I learned how to work in a team of developers and achieve a common goal.

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I am excited to contribute my experience to the development team at the MTA and give back to my city. I welcome the opportunity to speak further and look forward to hearing more!

Sincerely,  
Charlie Green