

## SEAL Cover Letter Template

**Instructions:** Use the following cover letter template to apply to positions at the Sensors, Energy, and Automation Laboratory. You may deviate from this format slightly, but the provided questions should still be addressed. Please be honest and concise in your answers.

Saturday, April 29, 2017

Dear Prof. Mamishev,

I am writing to express my interest in your *[fall/winter/spring/summer]* *[position title]* position at the Sensors, Energy, and Automation Laboratory (SEAL).

I am currently ... *[Briefly describe: 1) your degree and concentration, 2) when you plan to graduate, and 3) how your concentration relates to the position for which you are applying].*

Additionally, outside of my coursework at the University of Washington, ... *[Describe up to three previous projects outside of class that relate to the position for which you are applying. It is okay to include high school projects, engineering projects, creative writing projects, video production projects, competitions, science fairs, work experience, and so on].*

I hope that by taking this position, I will ... *[Briefly describe: 1) what you expect to learn by taking this position, 2) how long you expect to be at SEAL, 3) your plans/goals/dreams for the next three years, and 4) what you hope to add to your portfolio by the completion of your time at SEAL].*

Please feel free to contact me by email at *[email]*, or by phone at *[phone number]*. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

*[Name]*

*[Major/Concentration]*

*[Department/College]*