

# MOST EFFECTIVE COVER LETTER: BULLET STYLE

## Robert Wood

15 Amlet Blvd.,  
Mississauga, ON L5L 1P6  
[http://ca.linkedin.com/in/robert\\_wood](http://ca.linkedin.com/in/robert_wood)

416-987-3892

[robert.wood@mail.utoronto.ca](mailto:robert.wood@mail.utoronto.ca)

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Recruiter  
Red Hat Inc.  
2323 Yonge St.  
Toronto, ON M5S 1A8

Robert begins his cover letter by expressing his interest in the employer, and then by identifying the key qualifications the employer is seeking.

Re: Software Developer Intern

Please accept this application for the position of Software Developer, advertised on the University of Toronto Career Centre website. Red Hat's leadership in the Open Source community has prompted my interest in applying to this position. I believe my Computer Science education, my design and programming experience as a Software Developer and Web Designer, along with a shared interest in supporting Open Source software make me an excellent candidate for this position.

### BULLET-STYLE:

In this version of his cover letter, Robert uses a combination of paragraphs and bullets to convey the information in his cover letter. Some employers prefer this style, as it offers a quick way to identify the experiences and skills candidates have to offer.

I bring the following experience and skills to Red Hat:

- ✦ Experience with **Linux** and **Open Source** software such as OpenOffice.
- ✦ Applied C++ and **Object Oriented Programming** skills to successfully develop a multi-threaded ISAPI extension for Windows servers.
- ✦ Refined **testing and debugging** skills as a User Acceptance Tester at Financial Models Inc.
- ✦ Collaborated with Software Development and Web Design teams to **develop a testing module** and **coordinate implementation** for a, 'context-sensitive help' software project.
- ✦ Experienced the powerful impact of **team spirit** on performance while playing intramural soccer and winning two intramural championships.

As a Linux home user, I have had the pleasure of being exposed to the Open Source community and feel that the future of software development lies in the Open Source movement. To have the opportunity to work within Red Hat, a recognized leader in Open Source technology, would allow me to contribute to an organization and technology that is "changing the world".

Thank you for considering me for the position of Software Developer. I am excited about the opportunity to be part of the Red Hat team and am looking forward to the opportunity to further discuss my qualifications at your convenience.

In the closing paragraph, Robert re-expresses his interest in the position, and is proactive by suggesting a meeting with the employer.

Sincerely,

Robert Wood

Robert clearly demonstrates his interest and experience in Open Source software—something that is important to both the position and Red Hat as an organization. He uses specific examples of the projects and experiences where he demonstrated his skills to create a strong, relevant cover letter. He concludes with confidence that he has the skills which Red Hat is seeking in a Software Developer.