

1

Express enthusiasm

2

Tell how or where you learned of the job.

3

1-2 lines summarizing your experience and how you see connections between your interests and skills and their needs

4

2-3 mini paragraphs:

- Problem-solution-result-spin back

5

Punch in their face: your organization is awesome and I am awesome

6

Gratitude

About the Author: Alaina G. Levine is an award-winning entrepreneur, international keynote speaker, STEM career consultant, science writer, corporate comedian, and author of *Networking for Nerds* (Wiley, 2015), which beat out Einstein (really!) for the honor of being named one of the Top 5 Books of 2015 by *Physics Today Magazine*. She is a regular speaker and consultant for MRS. @AlainaGLEvine