Cover Letter

[Your Full Name]

[Your Address]

[City, Province/State, Country]

[Email Address] | [Phone Number]

[Date]

[Addressee]

[Program Name]

[University Name]

[Department Name]

[University Address]

Dear [Addressee],

I am writing to express my interest in applying to the [Program Name, e.g., PhD in Mechanical Engineering] at [University Name]. I am applying as a [Domestic/International] student and [do/do not] require funding to support my graduate studies.

My research interests lie in the areas of [briefly list 1–3 areas of interest, e.g., additive manufacturing, polymer composites, and process optimization]. I am particularly interested in [expand on your main interest: a problem, technology, or lab that excites you]. My goal is to contribute to research that advances [real-world applications or theoretical advancements].

I have developed a strong foundation in research through my [Master's program at X University, or undergraduate thesis, or industry experience]. My work on [project title or topic] involved [brief description of skills/techniques/insights], which has prepared me for the rigorous research environment of your program.

Enclosed are my CV, academic transcripts, and reference contact information. I look forward to the opportunity to further discuss how my background and interests align with your program.

Thank you for considering my application.

Sincerely,

[Your Full Name]

Curriculum Vitae

Name: [Your Full Name]

Email: [Your Email]

Phone: [Your Phone Number]

LinkedIn / Website (optional): [URL]

Citizenship: [Country]

Applying as: [Domestic / International]

Funding: [Yes / No]

Education

[Your MASc or MSc Degree]

[University Name], [Dates]

Thesis: *[Title]*

Advisor: [Name]

[Your Undergraduate Degree]

[University Name], [Dates]

Major: [Your Major]

Research Experience

Graduate Researcher – [Lab or Program Name]

[Institution], [Dates]

- [Key research contributions, techniques used, outcomes]

Undergraduate Researcher – [Lab or Topic]

- [Describe project, tools, findings]

Publications / Presentations

- [Author(s)], *Title*, [Journal/Conference], [Year]

Technical Skills

- [List relevant software, equipment, programming, fabrication techniques]

Awards & Scholarships

- [Award Name], [Institution], [Date]

Teaching / Mentoring (if applicable)

- [TA or mentorship experience]

References

1. [Referee Name]

[Title], [Institution]

Email: [Email]

Phone: [Phone]

Relationship: [e.g., Research Supervisor]

2. [Referee Name]

[Title], [Institution]

Email: [Email]

Phone: [Phone]

Relationship: [e.g., Thesis Supervisor]

3. [Referee Name]

[Title], [Institution]

Email: [Email]

Phone: [Phone]

Relationship: [e.g., Industry Mentor]

Transcripts

MASc / MSc Transcript – [University Name]

(Insert copy of transcript)

Undergraduate Transcript – [University Name]

(Insert copy of transcript)

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