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**

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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