

Sample Letter Accompanying a Resume for an On Campus Interview

[Your Name]
[Street • City • State • Zip Code]
[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Interviewer's name]
[Company name]
[Address]
[Address]

Dear [Interviewer's name]:

I am submitting my letter of application and resume to participate in On Campus Interviewing. I became aware of the [position title and number if available] through CSU Pomona Career Center's job search database Bronco Connection. I will be completing my Bachelor's degree in [major] on [graduation date] and believe that I have the education, training, and work experience to be a strong candidate for this position.

I have worked as an intern for a company that uses your products. Through this experience, I have become familiar with your product's design and reliability features. In addition to my hands-on experience with controls, I have taken several relevant elective courses. My senior project, which I will complete next semester, will focus on [primary focus area].

Through part-time jobs and extracurricular activities, I have strengthened my communication, interpersonal and teamwork skills. Last fall, I was chair-person of the publicity committee for [club name]. In this position, I coordinated the activities of 12 members. This background, as well as my educational and internship experience, has prepared me to combine an interest in motivating people with a desire to work in a technical environment and therefore I am qualified to meet the demands of this position.

I am attracted to his company because of [what attracts you to the job or Company like its projects, mission, or values]. As a result I, [list your enthusiasm, motivation, and Confidence.

I look forward to setting up an On campus Interview with [list company name]. Thank you for your time and your consideration of my application.

Sincerely,

[Sign here]

[Your name]
[Your title]

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