

SAMPLE COVER LETTER 1

Your present address
City, State, Zip
Date of Writing

Name
Title
Company
Street Address
City, State, Zip

Dear Sir/Madam:

In June 2005, I will be graduating from Dowling College with a Bachelor of Science Degree in Computer Information Systems. My G.P.A. is 3.6 in my major and 3.3 overall. I am writing to inquire about any employment opportunities you may have. I was selected for a computer internship with a real estate firm on Long Island, where I gave technical support for their Macintosh network, and provided important statistics through my use of the CompuServe network.

My work experience while attending college full-time, includes working for a major retailer, (where I was offered a management-trainee position) and initiating and managing my own small business. I am an extremely hard-working individual, known for my outgoing personality and effective communication skills. I have a knack for coordinating, organizing and producing. I utilize a highly developed sense of timing and follow through with attention to detail to guarantee my success.

My resume is enclosed which provides additional information about my work history and computer background. I would appreciate the opportunity of meeting with you to discuss possible job openings you may have and how I can meet your needs. I will call you to set up a convenient interview, or you may reach me at (516) 555-5466. Thank you for your consideration.

Sincerely,

Your name