

# Game Programming Sample Cover Letters

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Cover letters are a versatile means of communication that reinforces the qualifications presented in your resume and highlights how your skills and personality would be a good fit for the company. Crafting a cover letter allows for expressing your personal qualities and interests that compliments your resume.

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## ➤ [Anatomy of a Cover Letter: \(back to top\)](#)

Your Name  
Your Street Address  
City, State, Zip (2 enters)

Today's Date (4 enters)

Ms./Mr. First Lastname  
Title  
Company name  
5 State Street  
City, VT 05401 (2 enters)

Research to find the recipient's name.  
If you cannot find their name, address  
the letter "Dear Selection Committee:"

Dear Ms. Lastname:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate these skills with action statements reiterating what you express on your resume without redundantly repeating yourself. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters)

Sincerely, (4 enters)

Your Signature  
Type Your Name (2 enters)

If you are emailing your cover  
letter, only type your name, leaving  
one blank space before and after

➤ **Job Applicant's Cover Letter:** [\(back to top\)](#)

EMAIL SUBJECT: Game Programming Position Application

Dear Mr. Broadus:

This email is in regards to my interest in applying for the Game Programming position recently posted through Gamasutra.com. While browsing the SaladGamerz webpage I came across your interactive landscapes page and found it quite informative. The techniques and services provided by SaladGamerz range across a wide and impressive spectrum. I am also impressed by the multitude of published projects and the variety of services provided. SaladGamerz is a leader in game programming. With my skills, knowledge, and flexibility I am able to serve as a dynamic member of the development team.

During my studies at Champlain College, I have had the opportunity to hone my skills with tools like Visual Studio, Flash/Flash Developer, Torsion, Unreal Editor and languages such as C, C++, C# (.NET), Visual Basic 6, Java and Assembly. Inside the classroom I have committed myself to academic excellence. Outside the classroom, I helped set up the Kids in Technology and Science Project at our school, which introduced elementary and middle school students to digital animation and personal computers. My three years as a member of Software Engineering Club here on campus has helped connect me to students of different backgrounds and function as an inclusive and supportive group.

I am currently available for an interview scheduled at the convenience of SaladGamerz. I have attached my resume detailing academic knowledge and technical skill. My online portfolio can be view at [champtechjobs.com](#). I appreciate the opportunity to discuss a position with SaladGamerz and provide you with further information.

Your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

➤ Internship Applicant's Cover Letter: [\(back to top\)](#)

Date

Mr. Charles Norris  
ABC Consulting  
1 East Salad Street  
Springfield, MA 08777

Dear Mr. Norris:

Kathy Smith, a software consultant for ABC Consulting, recently told me about your opening for the Junior Game Programming Internship. As a Game Programming senior at Champlain College I am interested in this opportunity. My training in tools like Visual Studio, Flash/Flash Developer, Torsion, Unreal Editor and languages like C, C++, C# (.NET), Visual Basic 6, Java and Assembly make me an excellent candidate for this position.

I am enclosing a copy of my resume outlining academic achievement and experience providing technical support while working at the College's Help Desk. I am available to relocate in April to join your team for a summer internship.

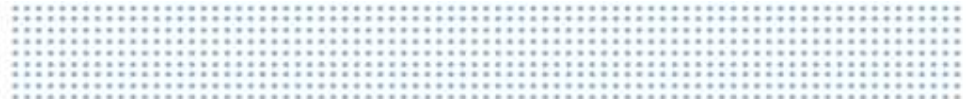
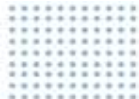
I welcome the opportunity to talk about this exciting internship. I will call your office next week to further discuss this Internship. Please contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,

Nicole Polizzi

Enclosure



➤ **Prospector's Cover Letter / Letter of Inquiry:** [\(back to top\)](#)

EMAIL SUBJECT: Simulation Engineer Position Inquiry

Dear Ms. Ciccone:

I recently noticed a Simulation Engineer position that XYZ Company promoted on Gamasutra.com. As a soon-to-be college graduate I possess many of the technical skills this position requires. I realize I do not meet the experience criteria mentioned in your advertisement. Do you have an entry-level opening?

Next month I will graduate with a Bachelor of Science in Game Programming from Champlain College in Burlington, Vermont. At Champlain I received instruction training in tools like Visual Studio, Flash/Flash Developer, Torsion, Unreal Editor and languages like C, C++, C# (.NET), Visual Basic 6, Java and Assembly. In addition, I completed a Quality Assurance internship at a software business in my home town. My online portfolio is available at [www.champtechjobs.com](http://www.champtechjobs.com). My resume is attached detailing experience and skills.

I appreciate the opportunity to discuss available opportunities and provide further information. I can be reached at 802-865-5462 or by email at [first.last@mymail.champlain.edu](mailto:first.last@mymail.champlain.edu). Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Calvin Broadus

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EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College my professors have often mentioned ABC Consulting and the many interesting cases your firm has been involved with. Your reputation for innovation and integrity is well known. ABC Consulting is the ideal place to learn "best practices" of an information security company. I am seeking an internship as a Game Programming major entering my senior year.

I possess technical skill and exposure to tools like Visual Studio, Flash/Flash Developer, Torsion, Unreal Editor and languages like C, C++, and C #, Visual Basic 6, Java and Assembly. Gaining first-hand knowledge from recognized professionals and experience provides enrichment in my chosen field. Please find my resume attached detailing academic knowledge and technical skill. Does ABC Consulting have internships available?

Thank you for considering this request. I look forward to hearing from you soon.

Best Regards,

Terry Gene

➤ **Thank You Note:** [\(back to top\)](#)

174 South Willard St  
Burlington, VT  
(802) 865-5462  
champtechjobs@gmail.com

March 3, 2010

Ms. Stefani Germanotta  
Personnel Manager  
GaGa Gaming  
1212 Center South Lane  
Richmond, VA 23230

Dear Ms. Germanotta:

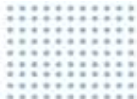
Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day. I was particularly impressed with your team dynamics at the office. Mr. Allen was generous to introduce me to most of the development team and I will be corresponding directly with him to express my appreciation.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that GaGa Gaming. I look forward to your decision.

Sincerely,

Charles Norris

Enclosure



➤ [Follow Up After Interview Cover Letter: \(back to top\)](#)

174 South Willard St  
Burlington, VT  
(802) 865-5462  
champtechjobs@gmail.com  
October 26, 2010

Ms. Nicole Polizzi  
Human Resources Manager  
Situation Corp.  
1000 North Salad Road  
Shores, NJ 05476

Dear Ms. Polizzi:

I enjoyed our interview during your recruiting visit to Champlain College on October 25. The summer internship program you outlined sounds both challenging and rewarding. I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Game Programming. Education and experience provided the opportunity to hone my skills in Visual Studio, Flash/Flash Developer, Torsion, Unreal Editor and languages like C, C++, C#, Visual Basic 6, Java and Assembly. I am requesting the opportunity to apply my education and experience through an internship at Situation Corp.

I have enclosed a copy of my college transcript and the list of references you requested. Thank you again for the interview. I am interested in joining your team. I can be reached at (802) 865-5462 or byemail at champtechjobs@gmail.com.

Sincerely,

Dwayne Johnson

Enclosures



➤ [Online Application / Text Box Cover Letter: \(back to top\)](#)

Dear Mr. Broadus:

This message is in regards to my interest in applying for the Game Programming position you have recently posted on your website. While browsing the SaladGamerz webpage I came across your interactive landscapes page and found it quite informative. The techniques and services provided by SaladGamerz range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of published projects which demonstrates how SaladGamerz is a leader in game programming and strives to be the best. With my skills and knowledge base I would be able to help facilitate this process and with my ability to adapt to different situations I would be able to prepare for a variety of projects.

During my studies at Champlain College, I have had the opportunity to hone my skills with tools like Visual Studio, Flash/Flash Developer, Torsion, Unreal Editor and languages like C, C++, C# (.NET), Visual Basic 6, Java and Assembly. Inside the classroom I have committed myself to academic excellence. Outside of the class room, I helped set up the Kids in Technology and Science Project at our school, which introduced elementary and middle school students to digital animation and personal computers. My three years as a member of the Software Engineering Club here on campus has helped connect students of different backgrounds into one team that functions as an inclusive and supportive group.

I am currently available for an interview scheduled at the convenience of SaladGamerz. I have attached my resume detailing my academic knowledge and my technical skills. My online portfolio can be view at [champtechjobs.com](http://champtechjobs.com). I would appreciate the chance to discuss any possible opportunities within SaladGamerz and to provide you with further information.

Your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson



➤ **Informational Interview Request:** [\(back to top\)](#)

EMAIL SUBJECT: Informational Interview Request

Dear Mr. Broadus:

I am a Game Programming Sophomore at Champlain College and I am interested in learning about your experience. As my coursework progresses I find my curiosity of and passion for the subject growing rapidly. Your company has an outstanding reputation. I am particularly interested in learning how you entered the field as a Game Programmer.

I am currently available to meet with you in person or over the phone at your convenience. I will contact your office early next week to schedule an informational interview. Please contact me at (802) 865-5462 or by email at [champtechjobs@gmail.com](mailto:champtechjobs@gmail.com).

Your time is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

### Relevant Resources:

[Best-Practices for Crafting a Resume](#)

[E-mail Etiquette: A Quick Guide to Writing a Professional E-mail](#)

