

Sample Cover Letter

August 25, 2007

Mr. Joe Employer
Human Resources
XYZ Company
PO Box 10000
Beaumont, TX 77710

Comment [SEC1]: Interviewer or Director's Name

Comment [SEC2]: Specific to department

Dear Mr. Employer:

Comment [SEC3]: Interviewer or Director's Name goes here again.

I am interested in applying for the Computer Technician position at XYZ Company. I learned of this position through the Lamar University Career and Testing Center.

Comment [SEC4]: Why do you want to work in this department? What is your interest?

I will receive my bachelor's degree in Business Administration majoring in Management Information Systems from Lamar University in December 2007. My experience in maintaining computer hardware and network administration includes by internship at ABC Computers. Through this internship, I have learned to apply skills acquired in my IS Analysis and Design and Network/Telecomm classes to business applications. I also volunteered at the university's College of Business as a tutor in the computer lab. These experiences have helped me gain knowledge and improve my interpersonal communication skills.

Comment [SEC5]: Match your qualifications. Why are you the best candidate for this position? What do you have to offer to this department?

I am confident that the qualifications above and those included on my resume make me a qualified candidate for this position. I am very interested in speaking with you further about this opportunity. I may be reached at (409) 123-4567 or lucardinal@my.lamar.edu. I look forward to hearing from you. Thank you for your consideration.

Comment [SEC6]: Reiterate why are you the best candidate briefly. Provide one form of contact. Thank the employer.

Sincerely,

Lamar U. Cardinal

Comment [SEC7]: Your name goes here.