

COMPUTER INFORMATION TECHNOLOGY

SAMPLE COVER LETTERS

Cover letters are a versatile means of communication that reinforce 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 you to express your personal qualities.

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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 Last name
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. Last name:

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)

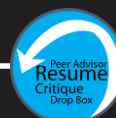
Your Signature

Type Your Name (2 enters)

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



LET US DARE



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

EMAIL SUBJECT: Network Technician Position Application

Dear Mr. Broadus:

This email is in regards to my interest in applying for the Network Technician position recently posted through CareerShift. While browsing the Network.net Company webpage, I came across your Information System Development page and found it quite informative. The techniques and services provided by Network.net Company range across a wide and impressive spectrum. I am impressed by the multitude of publications and case studies which demonstrate how Network.net Company is a leader in network security.

During my studies at Champlain College, I have had the opportunity to hone my skills in database systems, networking administration, and information security. With this knowledge I am able to operate in a Windows and Linux environment and comprehend system optimization and security principals. 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 the International Development Club on campus has helped connect me to students of different backgrounds and function as an inclusive and supportive group. With my skills, knowledge, and flexibility I am able to establish and maintain your network system.

I am currently available for an interview scheduled at the convenience of Network.net Company. I have attached my resume detailing academic knowledge and technical skill. I appreciate the opportunity to discuss this position with Network.net Company and provide you with further information.

Your time and consideration are greatly appreciated.

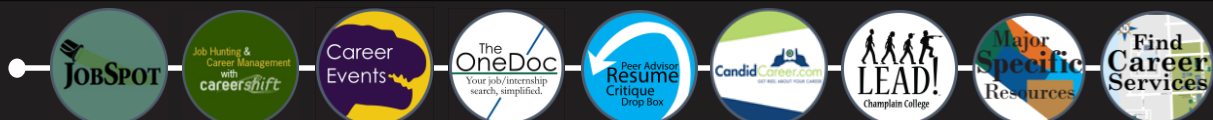
I look forward to talking with you soon,

Curtis Jackson

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



LET US DARE



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 an opening for a support technician intern. As a Computer Information Technology senior, I am greatly interested in this position. My training in computer information technology and my experience with troubleshooting (hardware, software, and networks) makes me an excellent candidate.

I am enclosing a copy of my resume outlining my academic achievement and experience providing technical support while working at Champlain's Computer 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 opportunity. I will call your office next week to further discuss an 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: [\(back to top\)](#)



LET US DARE



EMAIL SUBJECT: Information Systems Support Specialist Inquiry

Dear Ms. Ciccone:

I recently noticed an Information Systems Support Specialist position that XYZ Company promoted on Dice.com. As a soon-to-be college graduate, I possess many of the technical skills this position requires. However, 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 Computer Information Technology as well as a certificate in Information Security from Champlain College in Burlington, Vermont. Champlain was designated a Center of Academic Excellence in Information Assurance Education (CAEIAE) by the National Security Agency (NSA). While at Champlain, I received instruction in Software Systems and Design, Relational Databases with Web Applications, Server Administration for Windows, UNIX, Linux, and Computer and Network Security. In addition, I completed an internship at a private computer business in my hometown. My resume is attached detailing my experience and skill.

I appreciate the opportunity to discuss available positions and provide further information. I can be reached at 802-865-5462, or by email at calvin.broadus@mymail.champlain.edu. Thank you for your time and consideration.

I look forward to speaking with you.

Sincerely,

Calvin Broadus

EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College, professors have often discussed ABC Consulting and your many interesting cases. 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 Computer Information Technology student entering my senior year. I have technical skills, exposure to various system optimization, and security principals that will contribute to your team. Gaining first-hand knowledge from recognized professionals and experience provides enrichment in my field. Attached is my resume, 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,

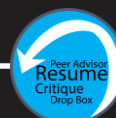
Terry Gene

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

174 South Willard St
Burlington, VT
(802) 865-5462



LET US DARE



champtechjobs@gmail.com

March 3, 2017

Ms. Stefani Germanotta
Personnel Manager
GaGa Computers and Electronics
1212 Center South Lane
Richmond, VA 23230

Dear Ms. Germanotta:

Thank you for allowing me to visit with you and tour your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me that I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this semester. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my visit and for all your efforts to arrange our meeting. Having seen your operation, I am all the more enthused about the career opportunity that GaGa Computers and Electronics offers.

I look forward to your decision.

Sincerely,

Charles Norris

Enclosure

Job Fair Follow Up Cover Letter: [\(back to top\)](#)

173 South Willard St.
Burlington, VT 05401



LET US DARE



October 17, 2017

Ms. Love
KDC Technologies
388 Weston Ave.
Burlington, VT 05401

Dear Ms. Love:

I want to thank you again for your time during our conversation at yesterday's Job and Internship Fair at Champlain College. It was great to meet with you and hear about the projects your team is working on.

My education and skills with Software Systems and Designs, Linux, and Server Administrations for Windows, along with others, fit into the company's job requirements. I feel that I would be a useful and knowledgeable member at KDC, and this past interview has increased my enthusiasm for this opportunity.

Please feel free to contact me at 802-865-0000 or J.Urkel@aol.com.

Again, thank you for your time and consideration.

Sincerely,

Jaleel White

Follow Up After Interview Email: [\(back to top\)](#)

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 May with a Bachelor's degree in Computer Information Technology. Education and experience provided the opportunity to hone my skills in Database Systems, network administration, and information security. I am proficient in Windows and Linux, and I comprehend system optimization and security principals. I am requesting the opportunity to apply my education and experience to an internship at Situation Corp.

I have enclosed a copy of my college transcript and the list of references, as requested. I can be reached at (802) 865-5462 or by email at champstechjobs@gmail.com.

Thank you again for the interview.

Sincerely,

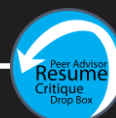
Dwayne Johnson

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

Dear Mr. Broadus:



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This message is in regards to my interest in applying for the Network Technician position you recently posted through your website.

While browsing the Network.net Company webpage, I came across your Information System Development page and found it quite informative. The techniques and services provided by Network.net Company range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of publications and case studies published that demonstrate how Network.net Company is a leader in network security and strives to be the best. With my skills, knowledge base, and adaptability, I would be able to help facilitate this process and prepare for a variety of cases.

During my studies at Champlain College, I have had the opportunity to hone my skills in database systems, networking administration, and information security. With this knowledge I am able to operate in a Windows and Linux environment and comprehend system optimization and security principals. 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 International Development Club here on campus has helped connect me to 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 Network.net Company. I have attached my resume detailing my academic knowledge and my technical skills. I would appreciate the chance to discuss any possible opportunities within Network.net Company and to provide you with further information.

Your time and consideration are greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

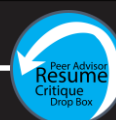
Informational Interview Request: [\(back to top\)](#)

EMAIL SUBJECT: Informational Interview Request

Dear Mr. Broadus:



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I am a Computer Information Technology sophomore at Champlain College. I am interested in speaking with you about your experience in the field of Computer Information Technology as a Network Administrator. As my coursework progresses, I find my curiosity 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 Network Administrator.

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 champtechjobs@gmail.com.

Your time is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

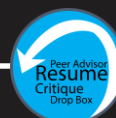
Seeking Volunteer Opportunity: [\(back to top\)](#)

EMAIL SUBJECT: Information Support Specialist Seeking Volunteer Opportunity

Dear Mr. Anderson:



LET US DARE



During a recent internship fair, I met the employees the Rosenberg Company sent and their technical knowledge and the scope of the projects that the Rosenberg Company is currently working on impressed me. I understand you are no longer accepting applications for paid positions, but would like to commit to volunteering my time to assist with the IT team in solving their digital problems.

The Rosenberg Company's reputation for dependable data storage, streamlined system optimization, and unbeatable server administration draws me to commit whatever time I can spare to your efforts. I have helped set up the Kids in Technology and Science project at our local middle school, which introduces kids to digital animation and advanced computing. I have also taken classes in Advanced Server Computing for Windows, Linux and Mac. I am passionate about data optimization and server administration. I also consider myself a great problem solver, which comes in handy when having to navigate disorganized servers caused by a problem user. I have a strong work ethic, and enjoy working with people towards a common goal.

Would you consider interviewing me as a volunteer? I would be available to speak with you at your earliest convenience. You will find my resume attached outlining my technical capabilities.

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

Best Regards,

Hugo Weaving

Relevant Resources:

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

[15 Email Etiquette Tips for the Job Seeker](#)



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