

SAMPLE COVER LETTER

Your Street Address
City, State Zip Code

Date

Name of person who is hiring for this position
His/Her Job Title
Company / Organization
Street Address
City, State Zip Code

Dear Ms. / Mr. / Dr. / Mrs. _____:

It is with great interest that I am writing to apply for the web developer position with XYZ Company. I learned of this position through the advertisement posted on the UNK Academic & Career Services website. I believe that my education, experience, and career interests make me a great fit for this position and will allow me to be a strong contributor to your organization.

I am especially excited to work for XYZ Company because of the emphasis you place on innovation and teamwork. Throughout my academic career I produced some of my best work when collaborating with others, and I believe this experience has prepared me to be a valuable member of your team. Your position also requires skills in various types of programming and software used in web development. While completing my degree in Computer Science I have become proficient in C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in several software packages used in web development, including Adobe Illustrator, Photoshop, AfterEffects, and Dreamweaver. My experience as a department computer consultant has given me exposure to both PC (Windows 2000, 2008, XP, NT) and Macintosh platforms, as well as Novell and NT LANs. With my broad technical knowledge, creativity, teamwork skills, and motivation to succeed, I can be an asset to your organization.

The enclosed résumé provides further details on my background and abilities. I would welcome the opportunity to discuss with you how my qualifications can contribute to XYZ Company's mission. Please contact me at your convenience, using the information below.

Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

(Your handwritten signature – blue or black ink)

Type your name
Phone number (including area code)
Email Address

Enclosure: Résumé