314 Library Drive

Rochester Hills, MI 48309

June 1, 2018

Dear Hiring Manager:

I am writing to express my interest in the position of \_\_\_\_\_\_\_\_.  I’m qualified for this position for the following reasons:

* **Information Technology education.** I am completing a Bachelor of Science degree with an Information Technology major at Oakland University. Through my Information Technology courses, I have completed projects in areas such as Java, Visual Basic and LINUX.
* **Problem solving skills.** Through projects such as my Database Design Project, I have gained experience in troubleshooting and solving complex problems involving hardware and software and using \_\_\_\_\_\_\_\_\_\_\_\_\_.
* **Teamwork.** My teamwork skills are well demonstrated in my work experiences at Hollywood Markets and Hungry Howies. I am able to effectively collaborate with team members to achieve the productivity and quality goals of the organization.
* **Communication skills.** Your team will benefit from my exceptional interpersonal and communication skills. Through multiple customer service work experiences, I have demonstrated the ability to respond to customer inquiries and resolve concerns satisfactorily.

*I’m certain I can make a significant positive impact in [company’s] IT area. Please give me a call to schedule time to talk about how I can work with you. My number is xxx-xxx-xxx or you can reach me via email at*[*xxxx@xxxx.com*](mailto:xxxx@xxxx.com)*.*

*Sincerely,*