Dear Sir/Madam,

Hope this letter finds you well. I would like to first take this opportunity to introduce myself as a student at the University of Southern California, pursuing M.S. degree in Computer Science. My expected graduation date is May of 2008. I am currently looking for intern/full time permanent positions with esteemed organizations like yours.

My curriculum comprised of courses like Database Systems, Analysis of Algorithms, Web Technologies, Software Engineering (under Prof. Barry Boehm), Networking, Specification and design of Graphical User Interface has assisted me to gain profound knowledge in the field of Computer Science.

Adapting to various work cultures, identifying and resolving bottlenecks and prioritizing have been striking features of my working style. In addition to the above, I strongly believe in learning and sharing my knowledge with my colleagues. Knowledge parted is knowledge gained has been my motto in life. I am keen to learn and am sharp at identifying and solving problems.

I am confident that my background and knowledge in the Information Technology arena coupled with my strong technical skills in software languages will prove an asset to your organization and add immediate value to your organization.

I have enclosed my resume and would appreciate an opportunity to talk with you. Should you have any questions, please feel free to contact me. I look forward to hearing from you soon.

Cordially,

Dear Ms. Quraishi,

I am very excited about the possibility of joining the Software Engineering Unit of General Motors in the position of Junior Engineer as advertised on the GM website. Your tradition of innovative automotive engineering design and progressive product development is inspirational to developing professionals like myself.

In my position as Software Engineer Intern with IBM, I was involved with project research, planning, design and testing within the Software Product Development team. Through innovative thinking I used computer aided devices to perform routine calculations creating an efficient project development time line. During the design stage I met with customers to better understand customer needs and perspectives. As I became more familiar with the needs of IBM’s clientele I suggested, implemented and maintained test procedures and test scripts for new products.

In addition to my experience gained with IBM, I am graduating with an Honours Bachelor of Applied Science degree from York University. My solid knowledge of computer software design and project development has given me the foundation to succeed in the software engineering industry. Skills in creating Use Cases and project planning have benefited both clients and past employers and enhanced my ability to provide creative thinking and problem solving. During my program I became interested in Global Positioning Systems and real time kinematic applications. Through my interest in the automotive industry I have kept abreast of current product developments and trends and am extremely excited about the ongoing development of OnStar. I look forward to meeting with you and other members of the Software Engineering Unit to further discuss my suitability for this position. I can be contacted at (416) 765-4321.

Sincerely,

#TIPS:

-> start out by making mention of something that is happening in the company  a news item, new development, software or change of management. Any number of items of information can be easy to discover by doing simple online searches.

State the reasons for your interest in the organization and the particular position. Use short and concise sentences with a positive feel.