Colgate-Palmolive Company

909 River Rd,

Piscataway, NJ 08854

Dear Sir/Madam,

I am a senior IT student, applying for a job as IT Support Specialist with your organization on February 9, 2020. I feel that I have the qualifications for the job position, as I have a technological background. I have good analytical and quantitative skills as I got the highest grade in the midterm in my Internet and Information Environment class (04:547:111:01). I took Management of Technological Organizations course which is helping me a lot in getting used to the work experience. I am also taking Capstone class next semester. I am also working at Taco Bell, so I have good customer service and good Oral communication skills. I am also very good in teamwork

Enclosed is my Resume. Please feel free to contact me by email or at the number below to set up a personal interview. Thank you

Sincerely,

Sandra George

732.514.7379 (home)

848.391.6184 (cell)

[norabasil@yahoo.com](mailto:norabasil@yahoo.com)

Dear Sir/Madam,

I just graduated from Rutgers University last August with a Bachelor’s degree in Information Technology. I am applying for an internship in your company on October 22nd 2020 because I think it will be great to join an important company as yours, that will help me gain experience and do what I love doing. I also have knowledge in Networking and Cyber Security, as I choose cyber security to be my focus of study in college and took all of its required courses to have a career in it. I have excellent experience in Web Design and Database programming skills. My programming knowledge lies on different platforms like Salesforce, Java and SQL, HTML and CSS. I love working as a team member for technology, as I worked as a part of a team before several times and did very well. I took Capstone class last semester in college, as we worked as a team for developing an app in the medical field and it turned up really good. Enclosed is my Resume. Please feel free to contact me by email or at the number below to set up a personal interview. Thank you

Sincerely,

Sandra George

732.514.7379 (home)

848.391.6184 (cell)

seg190@scarletmail.rutgers.edu