Dear Sir or Madam:

I am writing to you about a job posting I found. My name is Borja Rojo am I am a senior at the University of Rochester studying Electrical and Computer Engineering. I was interested in the job description and was wondering if you could answer some questions and take a look at my CV.

Some questions:

* I see that I fit all of the requirements for this job. Are there any other recommendations you think would add to my qualification?
* I see that I am missing some of the recommendations for this job. Would you like me to learn these on my own?
* What specific kind of experience are you looking for in an applicant?
* Is there anyone I can get in contact with to learn about what this job entails?
* I am interested in doing X. Will I get a chance to do that?

I am writing to you to request an interview to work at …………….

I am a senior for ECE at University of Rochester, graduating in May 2017 as Engineer in ECE, with minors in Computer Science, Math, and Music. As you can see in my resume attached, I have dedicated my non curricular time to jobs and activities in the computer science field.

Even if it may be early to apply for jobs starting after my graduation, I would very much appreciate getting in contact with your company to understand your needs and opportunities. Kindly let me know if we can set up an appointment for us to meet in person, Skype or phone.

I am looking forward to learn about opportunities in your company.

Best regards,

I am writing to you to request an interview to work at …………….

I am a senior for ECE at University of Rochester, graduating in May 2017 as Engineer in ECE, with minors in Computer Science, Math, and Music. I am interested working with/as/in <these things> and I noticed that your company does <these other things> that have those aspects. You can see on my resume that I devoted much of extra curricular time to Computer Science. I would very much appreciate getting in contact with your company to understand your needs and opportunities. Please let me know how we can set up an appointment for us to meet in person, on Skype or by phone. I am looking forward to learning about opportunities in your company.

Best regards,

Borja Rojo

I am writing to you to request an interview to work at …………….

I am a senior for ECE at University of Rochester, graduating in May 2017 as Engineer in ECE, with minors in Computer Science, Math, and Music. As you can see on my resume I devoted much of extra curricular time to Computer Science. I am interested working with/as/in <these things> MAKE THEM BROAD – DO NOT GET TOO NARROW> and I noticed that your company currently operates/developed XXXXXXX in those fields. I would very much appreciate getting in contact with you to understand your needs and opportunities. Please let me know how we can set up an appointment for us to meet in person, on Skype or by phone. I am looking forward to learning about opportunities in your company.

Best regards,

Borja Rojo