

➤ **Prospector's Cover Letter / Letter of Inquiry:** [\(back to top\)](#)

EMAIL SUBJECT: Java Architect Position Inquiry

Dear Ms. Ciccone:

I recently noticed a Java Architect position that XYZ Company promoted on JobSpot. As a soon-to-be college grad, I realize that I do not meet the experience criteria mentioned in your advertisement; however, I do possess many of the technical skills that the position requires. I am wondering if you have any entry-level openings for someone with my training and education.

Next month I will graduate with a Bachelor of Science in Web Development and Design from Champlain College in Burlington, VT. At Champlain, I received instruction training in XHTML, CSS, Java script, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl. Please find attached my resume which contains additional information on my experience and skills. You may also be interested in viewing my online portfolio available at www.champtechjobs.com.

I would appreciate the opportunity to discuss available opportunities with you and to provide further information on my candidacy. I can be reached any time via my cell phone, 802-865-5462, or by email at first.last@mymail.champlain.edu. Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Calvin Broadus

EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College, my professors have often mentioned ABC Web Consulting and the many interesting web development projects your company has been involved with. Your reputation for innovation and artistic integrity is well known. It seems to me that ABC Software Consulting would be the ideal place to learn "best practices" of a web development company. In fact, that's why I am writing you.

As a Web Development and Design major, I am seeking an internship for my senior seminar class next Spring. Does ABC Web Consulting ever offer such opportunities to college students? Would you consider doing so next semester? I am sure that my technical skills and exposure to XHTML, CSS, Java script, Flash/Action script, XML/XSLT, .ASP, My SQL, SQL server, CMS, SEO, PHP, and Perl would equip me to contribute to your team while learning first-hand from recognized professionals.

I am equally confident that the experience and recognition of working at ABC Web Consulting would prove valuable as I enter the job market upon graduation next May. Please find attached my resume detailing my academic knowledge and technical skills. Thank you for considering this request. I look forward to hearing from you soon.

Best Regards,

Terry Gene

