

COVER LETTER EXAMPLE

123 Spring Loop, #0000
College Station, TX 77123
March 22, 2005

Mr. Arthur Fielder
Action Advertising Agency
123 Any Drive
Houston, TX 77123

Dear Mr. Fielder:

Jill Aggie at the Texas A&M Career Center recently informed me of your company's job opening for a Database Manager. She suggested that I direct my resumé to your attention.

I have approximately three years of experience working in a computer support capacity, organizing and maintaining databases. Currently, I am a student Technician at the Career Center and I provide technical support to both Career Center employees and student customers. This office has an exceptionally busy system with a very high volume of traffic. The Career Center provides 24/7 online access to career services for over 44,000 students at Texas A&M. There are thirty-eight permanent employees and over seventy workstations throughout the office. I believe that my experiences in this setting have prepared me to meet the demands of Action Advertising Agency's fast-paced environment.

In addition to my formal work experience, I designed and built a personal 486 computer. This project was a class assignment that involved working with electronic materials and devices. Consequently, I have gained extensive hardware and software knowledge. Please refer to the enclosed resumé which provides additional information about my experience, education, and leadership qualities.

I am very interested in learning more about the Database Manager position at Action Advertising Agency. At your convenience, I would like to meet with you to discuss my qualifications and the value I can bring to your organization. I will contact you during the week of April 4th to schedule an appointment. Should you need to reach me in the interim, I can be reached by phone at (979) 123-4567 or email me at jaggie@neo.edu. I look forward to talking with you.

Sincerely,

Joe Aggie