

Sample Cover Letter 1

JOHN MATICS

500 Tech Avenue, Bloomington, IN 47408
jmatics@indiana.edu | (812) 555-5555

August 22, 2015

Ms. Rachel Recruiter
Recruiting Coordinator
Company Awesome
1000 Indianapolis Avenue
Indianapolis, IN 46201

Dear Ms. Recruiter:

I am delighted to express my interest in Company Awesome's Business Analyst – Software Design position. As a senior in the School of Informatics and Computing at Indiana University with a major in Informatics and a minor in Business, my educational background has covered the scope of current business models, innovative technologies, and utilizing those models and technologies to serve both individuals and corporations. With Company Awesome's reputation as a leading company in providing technological solutions for the wealth management industry, I am excited about applying my analytical, communication, and creative skills to this position.

Last summer, I interned at John Deere as a systems analyst intern. In that role, I participated in the development and implementation of a SAP solution from start to finish. In implementing the solution, I collaborated with team members and external stakeholders to ensure that expectations were met. Through this process and its associated challenges, I learned how to effectively problem solve, communicate with the John Deere leadership team, and manage my own time and responsibilities to be a continually productive and efficient team member. These skills will be invaluable to the Business Analyst role and the expectation to deliver quality solutions to stakeholders.

Throughout my time at Indiana University, I have also added to my leadership portfolio through my involvement in the Informatics and Computing Student Association (ICSA) and by serving as an undergraduate instructor and peer tutor for introductory classes. As Vice President of the ICSA, I directed a team of volunteer student leaders in coordinating marquee events throughout the semester, which involved collaboration and communication with both faculty and employer representatives. As an undergraduate instructor and tutor, I successfully explained complex subject matter to peers. Through these experiences, I developed great self-management, communication, and critical thinking skills, which are also crucial to the Business Analyst role.

My well-rounded experience both inside and outside of the classroom makes me an excellent candidate for a position within Company Awesome. My enclosed resume further outlines my educational, work, and leadership experiences. I would appreciate the opportunity to meet with you to discuss the Business Analyst – Software Design position, and I can be reached by phone at (812) 555-5555 or by email at jmatics@indiana.edu. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

John Matics

John Matics

Enclosure

Sample Cover Letter 2

Jingxin (Janie) Kim

1234 Hoosier Lane, Bloomington, IN 47401
jkim22@indiana.edu • (812) 555-5555

September 19, 2015

Mr. William Worker
Director of Human Resources
Technology Job Corporation
1 Paycheck Avenue
Chicago, IL 60111

Dear Mr. Worker:

I recently spoke with Russell Referrer, a friend of mine who held an internship as a Systems Analyst with Technology Job Corporation last summer, and he had only incredible things to say about working with you and for Technology Job Corporation. With this recommendation, I am excited to apply for the International Systems Analyst position in your Chicago office. I am currently a Master's student at the School of Informatics and Computing at Indiana University, and I am very interested in applying my computer science background to the advancement and progression of Technology Job Corporation's systems.

While working for Cisco Systems, Inc. over the past few years, I was able to take advantage of exceptional opportunities to develop dynamic analytic strategies and apply them to Cisco's hardware and software systems. From the technical perspective, I have gained extensive knowledge of complex decision analysis, optimization, and adaptation of standardized techniques to modify portions of a program. This experience has equipped me to make recommendations regarding implementation of data retrieval methods as well as formulate functional requirements for information systems, which are necessary skills for a Systems Analyst at Technology Job Corporation.

More importantly, I have developed strong interpersonal and communication skills from working with individuals from a variety of technical and non-technical backgrounds. As a student, I served as the Public Relations officer for the University of Hong Kong Institute of Engineers. In this role, I advertised and marketed student-focused events that welcomed and built community among both Hong Kong native students and international students studying engineering.

I am confident that my previous experience in technology positions and my international background make me an excellent candidate for the International Systems Analyst Position at Technology Job Corporation. Through this position, I hope to add to my skills and experiences while serving your company. Thank you for your consideration, and I look forward to hearing from you. I can be reached by email at jkim22@indiana.edu or by phone at 812-855-5555.

Sincerely,



Janie Kim