

SAMPLE COVER LETTER - Technology

3303 Pirner Avenue

Winona, MN, 55987

(507) 375-5555

November 1, 2008

Mr. Nick Michael
Human Resources Manager
Superior Engineering
787 Lydia Lane
Duluth, MN 55805

Dear Mr. Michael:

My advisor, Dr. Katelyn Smith, informed me of an entry-level systems engineer position at Superior Engineering. My degree in MIS and Composite Materials Engineering has provided me with the skills necessary for this position with your company.

An internship at Angus Engineering allowed me to develop skills in LAN management and information technology systems while a summer internship at a local composite company enhanced my knowledge of the composite industry. In addition to my internship experiences, I have an academic record that attests to my strong work ethic and dedication to the field.

My background and career goals align well with your job requirements. I am confident I can perform the job effectively and efficiently. Furthermore, I am genuinely interested in the position and working for Superior Engineering as your firm has an excellent reputation and comes highly recommended.

On Thursday, November 6th, I will call you to confirm receipt of my resume and would appreciate the opportunity to talk with you in person about this position. Should you desire additional information, please contact me at (507) 375-5555 or via email at studentname@winona.edu. Thank you for your consideration.

Sincerely,

Signature
Jon Johnson

Enclosure