

Sample Cover Letter

Andrew Black
1234 Nice Street
City, Province
Postal Code

January 30, 1999

Mr. Adam Shariff, Recruiting Co-ordinator
ABC Corporation
55 Summerset Avenue
City, Province
Postal Code

Dear Mr. Shariff,

As an experienced computer programmer who is presently pursuing a master's degree in electrical engineering at Renderson Polytechnic Institute, I am writing to request information about possible summer employment opportunities with ABC. I am interested in a position that will allow me to combine the talents I have developed in both computer programming and electrical engineering. As you can see from the attached résumé, I have extensive experience in many related fields, and I always enjoy new challenges.

I feel that it is important for me to maintain a practical, real-world perspective while developing my academic abilities. I am proud of the fact that I have financed my entire education through scholarships and summer jobs related to my field of study. This work experience has enhanced my appreciation for the education I am pursuing. I find that I learn as much from my summer jobs as I do from my academic studies. For example, during the summer of 1998, while working for ICN in Toronto, Ontario I gained a great deal of practical experience in the field of electronic circuit logic and driver design. When I returned to school in the fall to study Computer Hardware Design, I found that my experience with ICN had thoroughly prepared me for the subject.

Having said all this, I realize that your first consideration in hiring an applicant must not be the potential educational experience ABC can provide, but the skills and services the applicant has to offer. I hope the experience and education described in my résumé suggest how I might be of service to ABC.

I welcome an opportunity to discuss with you how I might best assist ABC in fulfilling its present corporate needs. I will be available for employment from May 14 through August 31, 1999. Please let me know what summer employment opportunities are available at ABC for someone with my education, experience, and interests. You can reach me at the above address or by phone at 416-123-4567.

Thank you for your consideration.

Sincerely yours,

Andrew Black