

Computer Science & Innovation and Software Engineering Sample Cover Letters

Cover letters are a versatile means of communication that reinforces the qualifications presented in your resume and highlights how your skills and personality would be a good fit for the company. Crafting a cover letter allows for expressing your personal qualities and interests that compliments your resume.

➤ [Click topic to auto-scroll](#)

- [Anatomy of a Cover Letter](#)
- ["Job Applicant's" Cover Letter](#)
- ["Internship Applicant's" Cover Letter](#)
- ["Prospector's Cover Letter" / Letter of Inquiry](#)
- ["Thank you" Note](#)
- ["Follow Up After Interview" Cover Letter](#)
- ["Online Application / Text Box" Cover Letter](#)
- ["Informational Interview Request" Cover Letter](#)

➤ [Anatomy of a Cover Letter:](#) [\(back to top\)](#)

Your Name
Your Street Address
City, State, Zip (2 enters)

Today's Date (4 enters)

Ms./Mr. First Lastname
Title
Company name
5 State Street
City, VT 05401 (2 enters)

Research to find the recipient's name.
If you cannot find their name, address
the letter "Dear Selection Committee:"

Dear Ms. Lastname:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate these skills with action statements reiterating what you express on your resume without redundantly repeating yourself. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters)

Sincerely, (4 enters)

Your Signature
Type Your Name (2 enters)

If you are emailing your cover
letter, only type your name, leaving
one blank space before and after

➤ **Job Applicant's Cover Letter:** [\(back to top\)](#)

EMAIL SUBJECT: Database Programmer Position Application

Dear Mr. Broadus:

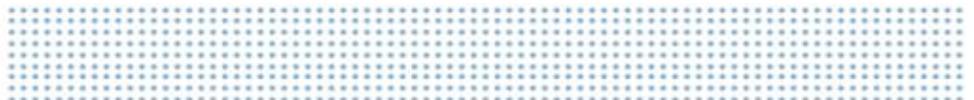
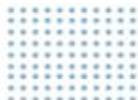
This email is in regards to my interest in applying for the Database Programmer position you have recently posted through CareerShift. While browsing the General Synthetics webpage I came across your data system optimization page and found it quite informative. The techniques and services provided by General Synthetics range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of published projects which demonstrates how General Synthetics is a leader in database management and strives to be the best. With my skills and knowledge base I would be able to help facilitate this process and with my ability to adapt to different situations I would be able to prepare for a variety of projects.

During my studies at Champlain College, I have had the opportunity to hone my skills with tools C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA. Inside the classroom I have committed myself to academic excellence. Outside of the classroom, I helped set up the Kids in Technology and Science Project at our school, which introduced elementary and middle school students to digital animation and personal computers. My three years as a member of the Software Engineering Club here on campus has helped connect students of different backgrounds into one team that functions as an inclusive and supportive group.

I am currently available for an interview scheduled at the convenience of General Synthetics. I have attached my resume detailing my academic knowledge and my technical skills. Thank you, your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson



➤ Internship Applicant's Cover Letter: [\(back to top\)](#)

Date

Mr. Charles Norris
ABC Consulting
1 East Salad Street
Springfield, MA 08777

Dear Mr. Norris:

My neighbor, Kathy Smith, a software consultant for ABC Consulting, recently told me about your opening for the Junior Software Engineering Internship. As a rising senior at Champlain College, I am very interested in this opportunity. I believe my training in C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA make me an excellent candidate for this position.

I am enclosing a copy of my resume, which outlines my academic achievements and experience providing technical support while working at the College's Help Desk. The current semester ends in April, so I would be available to relocate for the summer and join your team immediately.

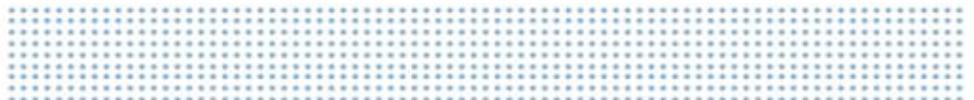
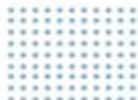
I would welcome the opportunity to talk with you about this exciting opportunity. May I call your office next week to further discuss this opportunity? In the meantime, please feel free to contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,

Nicole Polizzi

Enclosure



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

EMAIL SUBJECT: Simulation Engineer Position Inquiry

Dear Ms. Ciccone:

I recently noticed a Simulation Engineer 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 Software Engineering from Champlain College in Burlington, VT. At Champlain, I received instruction training in C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA. My resume, which is attached, contains additional information on my experience and skills.

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 Software Consulting and the many interesting engineering projects your company has been involved with. Your reputation for innovation and integrity is well known. It seems to me that ABC Software Consulting would be the ideal place to learn "best practices" of a game company. In fact, that's why I am writing you.

As a Software Engineering major, I am seeking an internship for my senior seminar class next Spring. Does ABC Software 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 C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA 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 Software 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

➤ **Thank You Note:** [\(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com

March 3, 2010

Ms. Stefani Germanotta
Personnel Manager
GaGa Programming
1212 Center South Lane
Richmond, VA 23230

Dear Ms. Germanotta:

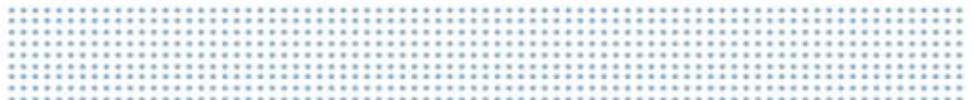
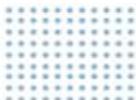
Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day. I was particularly impressed with your team dynamics at the office. Mr. Allen was generous to introduce me to most of the Engineers and I will be corresponding directly with him to express my appreciation.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that GaGa Programming. I look forward to hearing from you.

Sincerely,

Charles Norris

Enclosure



➤ [Follow Up After Interview Cover Letter: \(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com
October 26, 2010

Ms. Nicole Polizzi
Human Resources Manager
Situation Corp.
1000 North Salad Road
Shores, NJ 05476

Dear Ms. Polizzi:

I enjoyed interviewing with you during your recruiting visit to Champlain College on October 25. The summer internship program you outlined sounds both challenging and rewarding, and I look forward to your decision concerning an on-site visit.

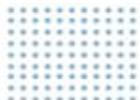
As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Software Engineering. Through my education and experience I have had the opportunity to hone my skills with C++, C#, SQL, Visual Basic 6.0, Java, VB.NET, JavaScript, VBScript, HTML, and Microsoft XNA. I am confident that my education and work experience are a good fit for Situation Corp's internship program.

I have enclosed a copy of my college transcript and a list of references that you requested. Thank you again for the opportunity to interview with Situation Corp. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (802) 865-5462 or by email at champtechjobs@gmail.com should you need additional information.

Sincerely,

Dwayne Johnson

Enclosures



➤ [Online Application / Text Box Cover Letter: \(back to top\)](#)

Dear Database Programmer Selection Committee:

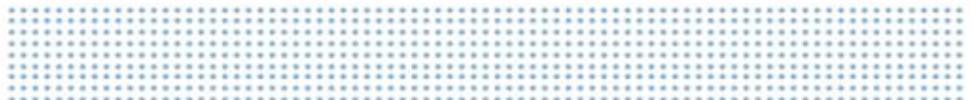
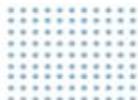
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I am currently available for an interview scheduled at the convenience of General Synthetics. I have attached my resume detailing my academic knowledge and my technical skills. Thank you, your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson



➤ **Informational Interview Request:** [\(back to top\)](#)

EMAIL SUBJECT: Informational Interview Request

Dear Mr. Broadus:

This letter is in regards to my interest in speaking with you about your experience in the field of Software Engineering. I am currently a junior at Champlain College majoring in Software Engineering for Emerging Technology. As my coursework progresses, I find my curiosity of and passion for the subject growing rapidly.

Your company has an outstanding reputation and I would truly enjoy hearing what you are willing to share. I am particularly interested in learning how you entered the field as an Interface Systems Engineer.

I am currently available to briefly meet with you in person or over the phone at your convenience. I will contact your office early next week to see if you are available to schedule an informational interview. Also, please feel free to contact me at (802) 865-5462 or champtechjobs@gmail.com.

Your time is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

Relevant Resources:

[Best-Practices for Crafting a Resume](#)

[E-mail Etiquette: A Quick Guide to Writing a Professional E-mail](#)

