

SAMPLE COVER LETTER - Technology

3303 Pirner Avenue

Winona, MN, 55987

(507) 375-5555

November 1, 2011

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

Dear Mr. Michael:

With this letter and my attached resume, I am applying for the systems engineer position at Superior Engineering. I had been searching for just such an opportunity when my advisor, Dr. Katelyn Smith, informed me of this entry-level opening. I am confident that my experience and degree in MIS and Composite Materials Engineering have 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. Finally, I have the relevant coursework that directly applies to the parameters of this position.

I am genuinely interested in this position and working for Superior Engineering as your firm has an excellent reputation, comes highly recommended, and has a long history of sustained growth even in the most difficult economic conditions. Your mission statement speaks of the importance of collaborating across industries to make a superior yet safe product. These values resonate with me – working together for the growth of the company and, at the same time, for the protection of the customer.

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.

My background and career goals align well with your job requirements and I am confident you will sense my enthusiasm for this position when we have an opportunity to meet! Thank you for your consideration.

Sincerely,

Jon Johnson

Enclosure