



## Sample Cover Letter

---

36 Somewhere Boulevard Brooklyn,  
New York 11221  
janedoe@somesite.com  
(000) 000-0000

September 15, 2015

Edna Doe  
Human Resources Manager  
Jeremy Corporation  
PO Box 1716  
New York, NY 10003

Dear Ms. Doe:

Please accept this letter as an application for the Field Technician position currently available with your company as advertised UrbanAreas.net on September 14, 2015.

I will be graduating from LV University with an Associates Degree in Computer Technology at the end of next month. During this period my assignments have emphasized hands-on experience with assembling and soldering electronic circuits, interpreting schematic diagrams, and technical report writing. I have also completed coursework in wireless, analog, and digital communications, which provides an overall understanding of the technical environment. In my present internship, I have gained invaluable experience in troubleshooting, building, and repairing computers.

Please feel free to contact me at the telephone number or email address listed above, as I would greatly appreciate the opportunity to discuss how I may contribute to the success of your organization. As requested, my salary requirements are negotiable for this position. I look forward to your response.

Respectfully,

Jane Doe

Enclosure