

Cover Letter Example

4630 Santa Ana Manor  
Orlando, FL 32808  
(407) 555-3424  
imasample@mail.valenciacollege.edu

April 15, 20xx

Ms. Sue Taylor  
Human Resources Manager  
Orlando Regional Medical Center  
1082 Kuhl Avenue  
Orlando, FL 32803

Note: If submitting your resume and cover letter via email, the email's header section will provide similar information- it is not necessary to type this section in the message area of the email.

Dear Ms. Taylor:

Please accept the attached resume in response to your advertisement on careerbuilder.com for a Help Desk Specialist.

I have recently received my Associate in Science degree in Computer Engineering Technology which has prepared me to begin a position such as the Help Desk Specialist. My experience as an IT Intern/Assistant with the IT department at the Orlando Business Journal has given me valuable exposure to networking and programming applications as well as allowed me to implement knowledge learned throughout my education. Additionally, I earned high grades in all of my courses (3.2 GPA), and have been told by professors and supervisors that I have excellent troubleshooting and organizational skills.

I would appreciate the opportunity to meet with you to discuss the Help Desk Specialist position and my qualifications. Please contact me at 407-123-4567 if you have any questions or would like to set up an interview. Thank you for your time and consideration.

Sincerely,

Ima Sample

Ima Sample

If printing your cover letter, sign your name in black ink.