

Computer Information Technology 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: Network Technician Position Application

Dear Mr. Broadus:

This email is in regards to my interest in applying for the Network Technician position recently posted through CareerShift. While browsing the Network.net Company webpage I came across your Information System Development page and found it quite informative. The techniques and services provided by Network.net Company range across a wide and impressive spectrum. I am impressed by the multitude of publications and case studies published which demonstrate how Network.net Company is a leader in network security. With my skills, knowledge, and flexibility I am able to establish and maintain your network system.

During my studies at Champlain College, I have had the opportunity to hone my skills in database systems, networking administration and information security. With this knowledge I am able to operate in a Windows and Linux environment and comprehend system optimization and security principals. Inside the classroom I have committed myself to academic excellence. Outside 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 International Development Club on campus has helped connect me to students of different backgrounds and function as an inclusive and supportive group.

I am currently available for an interview scheduled at the convenience of Network.net Company. I have attached my resume detailing academic knowledge and technical skill. I appreciate the opportunity to discuss this position with Network.net Company and provide you with further information.

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:

Kathy Smith, a software consultant for ABC Consulting, recently told me about an opening for a support technician intern. As a Computer Information Technology senior I am interested in this position. My training in computer information technology and my experience with troubleshooting (hardware, software and networks) make me an excellent candidate for this position.

I am enclosing a copy of my resume outlining my academic achievement and experience providing technical support while working at Champlain's Computer Help Desk. I am available to relocate in April to join your team for a summer internship.

I welcome the opportunity to talk about this exciting opportunity. I will call your office next week to further discuss an internship. Please 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: Information Systems Support Specialist Inquiry

Dear Ms. Ciccone:

I recently noticed an Information Systems Support Specialist position that XYZ Company promoted on Dice.com. As a soon-to-be college graduate I possess many of the technical skills this position requires. I realize I do not meet the experience criteria mentioned in your advertisement. Do you have an entry-level opening?

Next month I will graduate with a Bachelor of Science in Computer Information Technology as well as a certificate in Information Security from Champlain College in Burlington, Vermont. Champlain was designated a Center of Academic Excellence in Information Assurance Education (CAEIAE) by the National Security Agency (NSA). While at Champlain I received instruction in Software Systems and Design, Relational Databases with Web Applications, Server Administration for Windows, UNIX, Linux, and Computer and Network Security. In addition, I completed an internship at a private computer business in my home town. My resume is attached detailing experience and skill.

I appreciate the opportunity to discuss available positions and provide further information. I can be reached at 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.

Sincerely,

Calvin Broadus

EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College professors have often discussed ABC Consulting and your many interesting cases. Your reputation for innovation and integrity is well known. ABC Consulting is the ideal place to learn "best practices" of an information security company.

I am seeking an internship as a Computer Information Technology student entering my senior year. The technical skills, exposure to various system optimization and security principals I possess will contribute to your team. Gaining first-hand knowledge from recognized professionals and experience provides enrichment in my chosen field. Please find my resume attached detailing academic knowledge and technical skill. Does ABC Consulting have internships available?

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 Computers and Electronics
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 warehousing procedures. Mr. Allen was so thorough in explaining your process to me and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this semester. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

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 Computers and Electronics offers. I look forward to your decision.

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 our interview during your recruiting visit to Champlain College on October 25. The summer internship program you outlined sounds both challenging and rewarding. 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 Computer Information Technology. Education and experience provided the opportunity to hone my skills in Database Systems, network administration and information security. I am proficient in Windows, Linux and comprehend system optimization and security principals. I am requesting the opportunity to apply my education and experience through an internship at Situation Corp.

I have enclosed a copy of my college transcript and the list of references you requested. Thank you again for the interview. I am interested in joining your team. I can be reached at (802) 865-5462 or by email at champtechjobs@gmail.com.

Sincerely,

Dwayne Johnson

Enclosures



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

Dear Mr. Broadus:

This message is in regards to my interest in applying for the Network Technician position you have recently posted through your website. While browsing the Network.net Company webpage I came across your Information System Development page and found it quite informative. The techniques and services provided by Network.net Company range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of publications and case studies published which demonstrates how Network.net Company is a leader in network security 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 cases.

During my studies at Champlain College, I have had the opportunity to hone my skills in database systems, networking administration and information security. With this knowledge I am able to operate in a Windows and Linux environment and comprehend system optimization and security principals. Inside the classroom I have committed myself to academic excellence. Outside of the class room, 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 International Development 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 Network.net Company. I have attached my resume detailing my academic knowledge and my technical skills. I would appreciate the chance to discuss any possible opportunities within Network.net Company and to provide you with further information.

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:

I am a Computer Information Technology sophomore at Champlain College. I am interested in speaking with you about your experience in the field of Computer Information Technology as a network administrator. As my coursework progresses I find my curiosity of and passion for the subject growing rapidly. Your company has an outstanding reputation. I am particularly interested in learning how you entered the field as a Network Administrator.

I am currently available to meet with you in person or over the phone at your convenience. I will contact your office early next week to schedule an informational interview. Please 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](#)

