

Your Name

Address
AddressPhone
Email

Date

Ms. Jane Doe
 College Recruiting Manager
 Big Company, Inc.
 999 Major Highway
 Big City, State Zip Code

Dear Ms. Doe:

After having learned of your Systems Analyst position through Oklahoma State University Career Services, I began to study both your company and the posted job description. Big Company's work and reputation in the Dallas market is impressive. You are a leader in the industry, developing new applications to address requirements of tomorrow's financial institutions. My background, skills, and goals are a perfect match for those outlined in the position announcement. I am certain I would be a valuable asset to furthering your success in Texas. As such, please accept my application for the position of Systems Analyst in your Dallas office.

You are looking for someone with strong computer skills, as well as an understanding of finance. With a bachelor's degree in Management Information Systems and a minor in Finance, I am confident that my skills are a match to the skills you desire. I am meticulously efficient, dedicated to quality work, and organized in my work habits. Being able to work part-time while in school and keep a strong GPA is something I take great pride in. Please know that you can count on me to be as dedicated to your team. You also seek someone with the necessary hands-on experience to bring confidence to the position. Although a recent graduate, I was privileged to obtain two excellent internships. My first internship provided valuable exposure to financial systems used in a savings and loan company. In the second internship with a large commercial bank, I was responsible for writing programs for financial analysis and for troubleshooting network problems. In a short time, I was even asked to train six new employees on the organization's hardware and software systems.

I would consider it a great privilege if you would allow me the opportunity to visit with you about the Systems Analyst position. Please feel free to contact me at your convenience if you have any questions or would like to schedule an interview. Thank you for your thoughtful consideration of my application.

Sincerely,

(Your signature)

Your type written name