

(Sample Cover Letter)

523 Sandstone Drive  
Bloomington, IN 47404

April 17, 2008

Ms. Hillary Hirer  
Director of Human Resources  
Technology Job Corporation  
1 Paycheck Avenue  
Chicago, IL 60111

Dear Ms. Hirer:

I am writing to express my interest in working as a technical writer or web developer for your company's Indianapolis offices. I became aware of this opportunity through Indiana University's online job posting system. I am especially interested in a position documenting web-based applications or in a position that coalesces with my areas of interest or expertise: XML, technical writing, web development, and knowledge management.

Last summer I interned as a technical writer and process manager for Acme Solutions, the global venture between Dot Inc. and Com Inc. At Acme, I worked on a team that developed, managed, and documented provisioning processes for the launching of a global IP network called Acme IP Select, which offers class of service-to-application mapping and traffic shaping on high-capacity connections for virtual private networks. This experience has provided me the necessary tools to collaborate on large web development projects.

Also, throughout my time as an informatics student at Indiana University, I worked at John Doe Company on intranet development for their Managed Internet Service. I was responsible for much of the building of its Knowledge Management System, or KMS, an intranet with thousands of files. In this position I wrote extensive process documentation, documented proprietary applications, organized a huge site with a JavaScript table of contents to simplify navigation, developed and maintained indexes for hundreds of documents, and managed a large-scale, book-length documentation project.

I believe my internship and work experiences, combined with my Informatics degree are a great fit for your organization. Enclosed you will find my resume which further outlines my educational background and experiences. I would like the opportunity to meet with you in person to discuss the web developer position. I will contact you on October 3rd to ensure the arrival of my materials and inquire about scheduling an interview. You may reach me at 812/555-5555 or chasekappel@indiana.edu. Thank you for your time and consideration and I look forward to talking with you soon.

Sincerely,

(Chase would sign here)

Chase B. Kappel

Enclosure

