Sample Cover Letter/Job Specific

(In response to a posted advertisement)

Technical training in HTML, XML, Metadate.; content management of an internal information and training Web site; liaison activities with internal Web masters.

Qualifications: Bachelor's degree and one year of experience. Familiarity with MS Office, HTML< SML, and section 508 accessibility guidelines. Must be a team player and able to work in a dynamic environment.

2222 Cross Campus Drive
Towson, MD 21252

June 16, 20XX

Sue Recruiter
MegaTech Company
1111 Main Street
Baltimore, MD 21250

Dear Ms. Recruiter:

Having just completed my Bachelor of Science degree in Information Systems at Towson University, and having spent the past two years fine-tuning my abilities in a number of internships and projects, I have worked hard to develop relevant and up-to-date skills. With this in mind, I hope you will consider me for the technical trainer position advertised in the June 14 *Baltimore Sun* (Job Reference Code: 37K89J).

The impressive client list posted on your Web site immediately indicates that your staff must be talented and conscientious; I think you'll find that I share your commitment to a job well done. In addition to my work ethic, I also can offer:

- Bachelor's degree-major in Information Systems (focus on Web development and technical writing)
- Experience training users in Microsoft Office in a classroom setting and several years of experience with one-on-one instruction
- Development of several Web sites (links available at http://www.hireme.com); familiarity with HTML and XML
- Proven ability to work effectively in teams; flexible and adaptable; effective communicator, both verbally and in writing

I look forward to the opportunity to meet you to discuss my background in further detail. I am available at 410-683-4388 or william@yahoo.com. Thank you for your consideration.

Sincerely

William Skinner

William Skinner

Source: National Association of Colleges and Employers (NACE)