

Cover Letter Sample

225 Tiger Lane
Baton Rouge, LA 70808
June 1, 20XX

Mr. Brooks Knight
Director of Personnel
Technology, Inc.
100 Highland Rd.
Baton Rouge, LA 70810

Dear Mr. Knight:

I am writing in response to your email concerning summer opportunities in Japan with Technology, Inc. As a junior at Louisiana State University majoring in Finance I am very interested in the fast paced world of investment banking. I believe my business education, wide range of work experience, and success in managing my finances provides me with a valuable understanding of the financial world of Technology, Inc.

As the Assistant Recruiting Coordinator at Career Services, I operate in a complex work environment. My day typically consists of last minute scheduling of students and corresponding with recruiters via fax, phone, and email to verify and confirm schedules and to ensure up-to-date information for everyone. It is my ability to provide practical solutions to the many problems which I encounter that makes me successful.

Balancing school along with work, in order to support myself, has been a constant challenge, and has taught me many valuable lessons about time management and self-motivation. I place just as much effort in budgeting my monthly expenditures and up-keeping my apartment as I do into performing my duties at Career Services.

I am a team player and an active contributor in all that I do. My fluency in Japanese, professionalism in the office, and ability to work under pressure are a perfect match for Technology, Inc. I believe that I will succeed, as well as thrive, in the global world of constant innovation and change.

I look forward to meeting with you in February to discuss how I can contribute to Technology, Inc. Until then, if you have any questions, please email me at mtiger@lsu.edu or call me at 225-578-1234.

Sincerely,

Mike Tiger (signed)

Mike Tiger

Enclosure: Resume, references