

## **Sample Cover Letter #2**

Ms. Jane Interviewer  
Vice President, MIS  
Joe IT Company  
1 Interviewing Blvd. Suite 400  
New York, NY 10036

Dear Ms. Interviewer:

I am applying for the position of web developer at Joe IT Company. With my unique ability to combine technical skills with marketing aptitude, I am confident I can make an immediate contribution to your team. Enclosed, please find a copy of my credentials.

Although a recent graduate of TLB University, I am not your typical new graduate. I have put myself through school by helping small businesses develop and maintain their websites. As a result, I bring a unique perspective of the most current classroom education... along with real-world experience.

I will be in Manhattan on Tuesday and Thursday of next week. I'd like very much to have the opportunity to meet with you. I will follow up this letter with a phone call to see if there is a time that would be convenient for you. If you have any questions, please feel free to contact me at (212) 555-1212.

Thank you for your time and consideration

Sincerely,

John Q. Public