

Resumagic.com: Cover Letter in Response to a Classified Ad

John Smith

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john_smith@email.com

May 21, 2002

Ms. Nancy Wilson
Vice President of Engineering
XYZ Engineering Corporation
1233 Elm Street
Anytown, ST 12345

Dear Ms. Wilson:

Please consider me for the entry level Electrical Engineering position that is currently available with your company. My enthusiasm and dedication earned me a GPA of 4.0 in the electrical engineering program at the Acme Institute of Technology, as well as several academic awards and honors outlined on the attached résumé.

Challenging projects have always attracted my interest. Both inside and outside the classroom, I have assumed leadership roles and have been able to creatively solve problems. As President of the Student Chapter of the Institute of Electrical and Electronic Engineering, I served as project manager for the annual engineering competition where our college engineering team designed and built a robotic mouse that beat out all other college teams competing in the competition. Immediately after graduating, I worked for several months as an intern for an electronics company where I was able to design a circuit board test fixture that reduced my employer's testing costs significantly.

During the past two years, I have been employed as a Developmental Technician at Acme University where I have consistently demonstrated my ability to perform any tasks assigned with little or no supervision. I am quite adept at multi-tasking, performing various electrical, mechanical and IT duties as outlined on my résumé.

I feel confident that my education and experience would make me an excellent candidate for this position. Thank you for your consideration and I look forward to meeting you.

Sincerely,

John Smith

John Smith

attachment