

SAMPLE COVER LETTER: PARAGRAPH STYLE

1225 University Avenue
Adelphi, MD 20783
December 13, 20XX

Ms. Mary Lou Nelson
Manager of Human Resources
Continental Industries, Inc.
2900 Rosemont Blvd.
Reston, VA 22140

Dear Ms. Nelson:

Please find attached my resume to be considered for the Web Developer position that was advertised with the University of Maryland University College's Office of Career Services this week. My education, experience, and career interests are a strong match with your requirements. The position requires skills in various types of programming and software used in web development. My degree in Computer Science emphasized C, C++, Visual Basic, Assembler, Java, and SQL. In addition, I have extensive experience in using several software packages in web development, including Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. My experience as a department Computer Consultant gave me exposure to PC (Windows 2000, NT, XP) and Macintosh platforms as well as Novell and NT LANs. Additionally, I worked in computer operations for a major city newspaper where I gained knowledge of enterprise systems and e-commerce operations. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Continental Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

I would welcome the opportunity to discuss my qualifications with you and to learn more about this position. I will call you next week to see if a meeting can be arranged. Should you prefer to reach me, please feel free to contact me at 555-555-5555 or mlopez@email.com.

Thank you for your consideration. I look forward to meeting with you.

Sincerely,

Maria Lopez