

## Sample Cover Letter

Jim Peterson  
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May 30, 2006

Mr. John H. Augustus  
Manager of Programming Division  
General Electric Company  
Schenectady, NY 12345

Dear Mr. Augustus:

Your advertisement in the Networking Careers Online encouraged me to contact you about entry-level positions in programming at General Electric. The Corporate Systems Program at your company interests me greatly because it seems to offer opportunities in Electronic Data Processing. I will receive my Bachelor's degree in June 2007 from York College and hope that we will have an opportunity to discuss possible employment after that time.

In addition to the board knowledge that I have obtained from a diverse and substantial curriculum at York College, I have completed two highly rated self-study projects and acted as assistant to the department chairperson. My part-time work experience at American Business Machines has given me on-the-job experience and has helped me enhanced my skills in several computer languages.

Enclosed, you will find my resume with further details about my qualifications. I am willing to meet with you for an interview at your convenience.

Thank you for your time and consideration. With your permission, I will call your office next week to learn more about the application process.

Sincerely,

Jim Peterson

Enclosure