

Craig Unknown

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Month Date, Year

Name
Title
Organization
Street Address
City, State ZIP

Dear (Name):

I recently saw your **advertisement/post in/on (insert name of publication or online source)** for a **(insert name of position)**. I am a recent IT Network Specialist and Programmer Analyst graduate from Mid-State Technical College with an outstanding academic record, and I would very much like to be considered for this opportunity.

As a candidate for this position, I can offer you a strong combination of academic and internship experiences in database design and administration as well as in server and client configuration and administration. I also have additional experience in virtual operating system environments. The following highlights from my experiences at Mid-State Technical College are indicative of the capabilities and value that I have to offer:

- Experienced in domain administration in Windows Server 2003 and 2008.
- Designed and configured networks consisting of multiple subsets.
- Created and modified Visual Basic and COBOL programs.
- Selected as a leader of a team of student technicians in coordinating projects, lab installations and software deployments.

You will find my resume **attached/enclosed**. Again, I am very interested in this position, and I feel that I have the technical skills and knowledge that will allow me to be a significant contributor to your team. I am also someone who can research effectively and think creatively in overcoming complex IT challenges, abilities that I have been commended for by my college instructors and internship supervisors.

I would welcome an opportunity to bring my network and programming skills to your organization. I hope to meet with you very soon to learn more about this position and to discuss my qualifications in detail.

Thank you for your consideration.

Sincerely,

Craig Unknown