

# Download Ebook Computer Information Technology Sample Cover Letters

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## Computer Information Technology Sample Cover Letters

Cover letters are a versatile means of communication that reinforces the qualifications presented in your resume and highlights how your skills and personality would be a good fit for the company. Crafting a cover letter allows for expressing your personal qualities and interests that complements your resume.

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Your Name  
Your Street Address  
City, State, Zip (2 entries)

Today's Date (4 entries)

Mr./Mr. First Lastname  
Title  
Company name  
5 State Street  
City, VT 05401 (2 entries)

Dear Mr. Lastname:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 entries)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate those skills with action statements mirroring what you express on your resume without redundantly repeating yourself. (2 entries)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 entries)

Sincerely, (4 entries)

Your Signature  
Type Your Name (2 entries)

Research to find the recipient's name. If you cannot find their name, address the letter "Dear Selection Committee."

If you are emailing your cover letter, only type your name, leaving one blank space before and after



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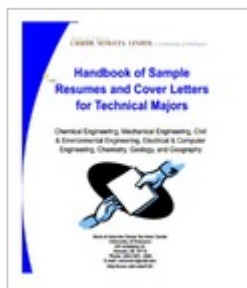
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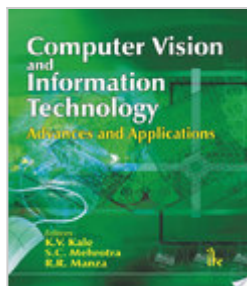


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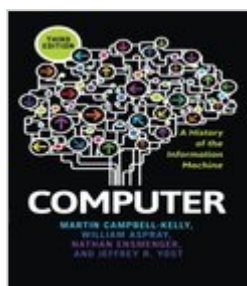
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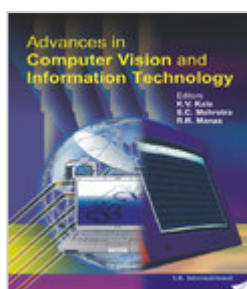
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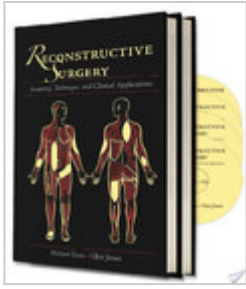
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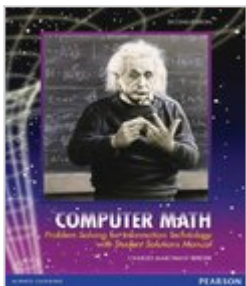
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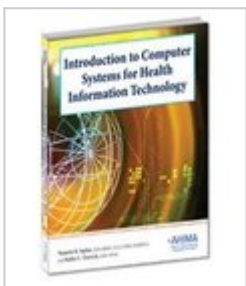
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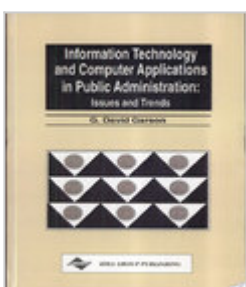
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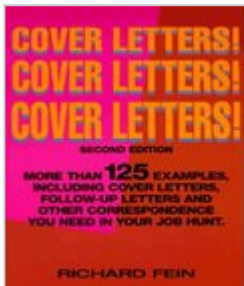
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