



*Sample Cover Letter*  
**Classified/Posted Advertisement**

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**Julianne Anybody**

**36 Coney Island Boulevard  
Brooklyn, New York 11221  
feedback@harlemonline.com  
(718) 345-5555**

November 13, 2004

Susan Nobody  
Human Resources Manager  
PO Box 1716  
New York, NY 10003

Dear Ms. Nobody:

Please accept this letter as an application for the Field Technician position currently available with your company as advertised in The New York Times on November 12<sup>th</sup>, 2002.

I will be graduating from LV University with an Associates Degree in Computer Technology at the end of next month. During this period my assignments have emphasized hands-on experience with assembling and soldering electronic circuits, interpreting schematic diagrams, and technical report writing. I have also completed coursework in wireless, analog, and digital communications, which provides an overall understanding of the technical environment. In my present internship, I have gained invaluable experience in troubleshooting, building, and repairing computers.

Please feel free to contact me at the telephone number listed above, as I would greatly appreciate the opportunity to discuss how I may contribute to the success of your organization. As requested, my salary requirements are negotiable for this position. I look forward to your response.

Sincerely,

Julianne Anybody

Enclosure