

# Sample Cover Letter 1 – Application Letter

Lisa Watson  
1223 Hampton Boulevard  
Lowell, MA 01854

November 15, 2009

Diane C. Strand  
Manager of Human Resources  
Atlantic Coast Industries, Inc.  
2900 Commonwealth Avenue  
Boston, MA 02135

Dear Ms. Strand:

I am applying for the position of Systems Analyst which was advertised November 12th on the UMass Lowell Office of Career Services' eRecruiting site. The position seems to fit very well with my education, experience, and career interests.

As required by your position, I have experience in computer systems, financial applications software, and end-user consulting. With a major in management information systems, I have training on a variety of computer systems and software programs. My practical experience as a programmer and student consultant for system users at the Centers for Learning gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computer operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Atlantic Coast Industries, Inc. Your firm has an excellent reputation and comes highly recommended to me.

Please consider my request for a personal interview to further discuss my qualifications and to learn more about this opportunity. Please feel free to call me at (683) 454-2555. If I am not in, please leave a message and I will return your call promptly.

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

Sincerely,

(Written signature)

Lisa Watson

## UMass Lowell Career & Co-op Center

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