



CAREER CONNECTIONS

TEXAS WOMAN'S UNIVERSITY

Your Name
Address
City, State ZIP
Phone Number

Month ##, Year

Employer Name (if available)
Company Name
Address
City, State ZIP

Dear _____: (Employer Name, HR Professional, or Hiring Manager)

Introduction Paragraph: State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the opening or organization. If you have a personal connection to the company, you can mention this here. Think about how you resonate with their mission/vision/values/goals.

1-2 Content Paragraphs: Explain why you are interested in working for this employer. Make the connection between the skills and qualifications the employer is seeking and what you bring to the table. Emphasize a couple of specific skills, accomplishments, or abilities that relate to the job for which you are applying. Provide key examples or support for your main selling points. Additionally, you can integrate keywords from the job posting or industry. This is the bridge between your resume and the job posting, and not just copying your bullet points from the resume.

Closing Paragraph: Have an appropriate closing to pave the way for the interview. Be sure to thank them for their time and consideration of your application and provide your contact information again.

Sincerely,

Physical/Electronic Signature
First & Last Name

Penny Pioneer
1234 Minerva Lane
Denton, TX 76204
(940) 898-2950

January 25, 2020

Ms. Jane Doe, Supervisor
Technology Support Services
Texas Woman's University
304 Administration Drive
Denton, TX 76204

Dear Ms. Jane Doe:

I am very interested in working for TWU's Technology Support Services, specifically in the technology support assistant position, which was advertised on the Handshake website through TWU's Career Connections Center. I noticed that you are looking for individuals with computer networking and training experience. I am confident that the combination of my educational training and my practical experience with trouble-shooting will allow me to start contributing to your department's needs immediately.

I am currently a sophomore at TWU, majoring in computer science, and my academic training has provided me with a strong knowledge of mainframes and microcomputers, as well as a variety of software applications. I have experience providing technical support to my peers for their personal computer issues, and I have also helped solve problems whenever they arise with those living on my floor within on-campus housing. In addition, I have been an avid follower of new developments in computer software, such as the increased use of machine learning and improvements in networking relays.

I would welcome the opportunity to meet with you to further discuss my background and qualifications. Please feel free to contact me if I can provide any additional information if needed. Thank you for taking the time to review my information, and I look forward to speaking with you soon.

Best Regards,

Penny Pioneer

Penny Pioneer