

June Kim

(123)456-7890 | junekim@gmail.com | Seoul, Korea

Date

Name of the hiring manager

Company Address

Dear Hiring Manager's Name ,

As a long-term admirer of the impressive work done by the team at Mayflower Technologies, I'm delighted to submit my application for the entry level IT technician opening posted on LinkedIn. As a recent graduate from the University of Rochester with a BS in Computer Science, I'm confident that my knowledge of Linux systems, experience in Backend coding and precise attention to detail would make me an asset to the team at Mayflower.

In my former role as a student intern at the University of Rochester's technical services department, I was responsible for troubleshooting a variety of technical issues for the staff, assisting with server maintenance, and installing a wide range of equipment. While employed there, I assisted in the development and rollout of new department practices, and helped improve out ticket response time by 12%. I'm confident that this experience will allow me to hit the ground running so that I can quickly start contributing at Mayflower.

I also understand that Mayflower is seeking to expand their cloud computing services. While at University of Rochester, I specialized in and completed my thesis on cloud computing. The IT technician position at Mayflower is an exciting opportunity for me to use my educational background in a real-world application, as well as allow me to learn more about this growing industry.

I've attached my resume, which further details my skills and education. Please do not hesitate to reach out if you have any questions, and I look forward to the opportunity to speak with you further. Thank you for your time and consideration.

Sincerely,

June Kim

Jane Doe

(123) 456-7890 / Janedoe@gmail.com

Date

Name of the hiring manager

Address

Dear hiring manager,

My name is Jane Doe and I am writing this cover letter to express my interest in applying for the fashion stylist job within Alex Star Management LLC in Los Angeles, CA. I am certain that my qualifications make me an ideal candidate for the role and I also believe that it would be an exceptional opportunity for me to grow both professionally and as a person.

To briefly introduce myself, I am a creative and passionate individual possessing excellent communication skills and the crucial ability to function well both independently and in fast paced team environments. Having worked as a fashion stylist intern, I am familiar with the roles and responsibilities. However, I especially excel at working with celebrities and public figures and helping them to pick suitable clothing and accessories. On top of that, I am experienced in participating in completing monthly fashion editorials, and developing and maintaining strategic relationships with designers and business partners. Throughout the years, I have demonstrated numerous times that I am a reliable person with the ability to work under pressure.

Additionally, I am a holder of a bachelor's degree in Fashion Business management from the fashion institute of Technology where I was among the top 5% of students with the best results. Finally, I am a native English speaker with proficiency in Korean and basic knowledge of Chinese. I would welcome the opportunity to schedule an interview and hope to hear from you soon.

Sincerely,
Jane Doe