

Sample Cover Letter

IT Graduate

Robert Thomson
61 Church Street
Fairfield Vic 3256
0401 002 803
robert.thomson@gmail.com

8 July 2018

Ms Grace Collins
Recruit IT
123 Flinders Street
Melbourne VIC 3000
gcollins@recruitit.com.au

Dear Ms Collins,

I wish to apply for the position of Graduate Web Developer advertised on the Unigrad website on 4 July 2018. This is an opportunity that I have been specifically seeking and believe that my background and your client's requirements are a good match. In November of this year I will be graduating with a Bachelor of Computing, majoring in Information Systems, from Swinburne University of Technology.

I offer your client the following skills and attributes:

- A comprehensive knowledge of the .Net framework and web development as shown by the distinction average achieved in subjects such as Computer Programming, Internet Systems Development, Multimedia Software Development and Software Development.
- Excellent understanding of SQL Servers developed during my studies and through practical experience gained in casual employment as a Database Administrator at IT Connections.
- A high level of communication skills gained through several customer service roles within the retail and hospitality industries.

My aim is to extend and improve my knowledge of Information Technology and to be able to contribute my own skills, ideas and enthusiasm within a team environment.

I have attached my resume for your consideration and I look forward to meeting with you to discuss my application for this position or any other similar vacancies. I am best contacted on 0401 002 803.

Yours sincerely,

Robert Thomson

Graduate Web Developer Fantastic Team Environment Hawthorn Location

Are you about to graduate or recent graduate from an IT or Computer Science degree? Are you looking to establish yourself with a great team where you can learn from the best? If so, this is the role for you!

My client, located in Hawthorn, is currently looking for a Graduate Web Developer to join their development team. The successful candidate will have the opportunity to learn and be mentored to be a talented developer.

To be successful in this role, you will have the following skills and experience:

- * Bachelor Degree in IT or Computer Science.
- * Knowledge of the .Net framework
- * Understanding of SQL Server
- * Exposure to web development
- * This role requires OUTSTANDING communication skills.

**DO NOT COPY: use for ideas to write your own letter.
Do NOT use header or Swinburne logo.
Remember that your cover letter needs to be tailored
to the role you are applying for.**