

Cover Letter Sample - Application Letter

123 Rebecca Avenue
Pittsburgh, PA 15212
August 26, 2017

Ms. Molly Pitcher, Employment Manager
Human Resources
Allegheny Health Network
123 Fifth Avenue
Pittsburgh, PA 15219

Structure your letter
along these lines ...

Dear Ms. Pitcher,

I am applying for the web development position recently posted on DuqCareerLink. Your position requires skills in various types of programming and software used in web development, the type of skills that fit both my experience and career interest.

Indicate how you learned
about the position (job
posting, colleague, etc.)

Allegheny Health Network has an excellent customer service reputation. Your mission to provide health care for everyone regardless of income energizes my passion for people. I know that my experience and education allows me to add value to your company through web development. I have extensive experience with software packages such as Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. As a computer consultant intern, I worked with a team to improve the quality and attractiveness of their web sites. Our customer interaction increased by 20% in one month. In addition, my computer operations summer internship allowed me to gain valuable experience in enterprise systems and e-commerce operations.

Indicate what you know
about the company and
how your experience and
education has prepared
you for the position.

Attached is my resume which provides additional details of my experience. I know that my abilities and skills would be a great asset to Allegheny Health Network's customer service. I am available for an interview and may be reached at 412-396-1234 or thomas345@yahoo.com. I look forward to speaking with you.

Close by reasserting that
you have the skills and
mindset for the position
and are a good match for
the company.

Sincerely,

Patrick Thomas

Patrick Thomas

