

EXAMPLE LETTER

COMMENT

PARAGRAPHS 1/2

I WOULD LIKE TO APPLY FOR THE ABOVE PLACEMENT IN THE DEPARTMENT AT (*NAME OF COMPANY*). I FEEL THIS WOULD BE AN IDEAL JOB FOR ME AS I AM AN ENTHUSIASTIC PROGRAMMER WITH A STRONG KNOWLEDGE OF C/C++ AND JAVA ON WINDOWS AND UNIX AS WELL AS A GOOD TECHNICAL UNDERSTANDING OF MICROCONTROLLERS AND MICROPROCESSORS.

I HAVE LOOKED AT YOUR COMPANY INFORMATION ON THE WEBSITE AND SEE THAT YOU PRODUCE AND ARE A SUCCESSFUL AND GROWING COMPANY AND I WOULD VERY MUCH LIKE TO BE A PART OF THIS GROWTH, EVEN FOR JUST A YEAR BUT MAYBE LONG TERM IF THE OPPORTUNITY ARISES.

SAY SOMETHING ABOUT COMPANY AND JOB, I.E. LOOK AT EACH COMPANY WEBSITE – READ EACH JOB DESCRIPTION

EXAMPLE LETTER

PARAGRAPH 3

FOR MANY YEARS I HAVE BEEN FASCINATED WITH THE WHOLE PROCESS OF SOFTWARE DEVELOPMENT – FROM THE INITIAL IDEA FOR A PROGRAM THROUGH TO THE DESIGN, IMPLEMENTATION AND TESTING OF THE FINISHED PRODUCT. FOR THAT REASON I ENROLLED ON A SOFTWARE ENGINEERING COURSE AT DE MONTFORT UNIVERSITY – A COURSE THAT PREDOMINANTLY FOCUSES ON SOFTWARE DEVELOPMENT AND THE UNDERLYING PRINCIPLES. IT IS MY DESIRE, AFTER GRADUATION, TO BE ABLE TO SETTLE INTO A CAREER WRITING EITHER COMMERCIAL OR INDUSTRIAL SOFTWARE.

COMMENT

GIVE REASON WHY YOU TOOK UP STUDYING DEGREE.

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FINAL PARAGRAPH

THANK YOU FOR TAKING THE TIME TO REVIEW MY CV, AND I HOPE THAT IT SHOWS THAT I HAVE WHAT IS REQUIRED TO SUCCEED IN THIS POSITION. I AM AVAILABLE FOR INTERVIEW AT ANY TIME AND LOOK FORWARD TO HEARING FROM YOU.

FINISH WELL

REMEMBER TO:-

- INCLUDE NAME OF COMPANY ON TOP LEFT HAND SIDE
- DATE LETTER
- SIGN LETTER – ‘Yours faithfully’
(signature)
(Name)