

**SAMPLE STUDENT**

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August 4, 20xx

Hiring Manager  
ABC Corporation  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Associate Database Administrator** position that is posted on Harper College's online job posting system. The combination of my education and skills fit the job description and would allow me to contribute to your team.

I will be graduating in May with an Associate in Applied Science: Information Systems degree from Harper College. In this program, I have learned about database administration, design, and implementation. I have worked on many different business software packages. My work experience has allowed me to develop strong troubleshooting and maintenance skills. Additionally, I have excellent communication skills that will allow me to establish and maintain strong communication channels with the IT team and businesses you serve.

I look forward to the opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student