

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

August 4, 20xx

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

Dear Hiring Manager:

I would like to apply for the **Associate Database Administrator** position that was posted on Harper College's online job posting system. I feel that the combination of my education and skills fit the job description.

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 an 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