**SAMPLE STUDENT**

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January 15, 20xx

Hiring Manager

GIS, Inc.

1200 W. Algonquin Road

Palatine, IL 60067

Dear Hiring Manager,

With a Geographic Information Systems Certificate from Harper College, hands-on GIS internship experience, and a strong background in customer service, I am excited to apply for the **Assistant Geographic Information Systems (GIS) Specialist** position with GIS, Inc. I bring both the technical and interpersonal skills to contribute effectively to your team.

Through my internship at GIS USA, I gained practical experience in data collection, editing, and mapping. I digitized building footprints and pathways from aerial imagery, conducted GPS field checks to ensure spatial accuracy, and updated water utility layers using city-provided CAD data. This experience strengthened my skills in ArcGIS Pro, ArcGIS Online, geodatabase management, and map production.

In addition to my technical background, my work at JP Morgan Chase has given me strong communication, teamwork, and customer service skills. I am comfortable collaborating on projects, providing accurate information, and managing multiple responsibilities.

I am eager to contribute my technical foundation, problem-solving skills, and enthusiasm for geospatial technologies to your team. I welcome the opportunity to discuss how I can support your projects and deliver high-quality GIS data and services. Thank you for considering my application.

Sincerely,

Sample Student

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