

12248 SE Texas Ave.  
College Station, TX 77845  
March 3, 2020

Mr. Doug Jones  
Director of Human Resources, EVZ  
600 Minnow Lane  
Seattle, WA 12345

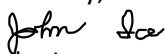
Dear Mr. Jones:

At Texas A&M University's computer science job fair on February 25, 2020, I met with your representative, Ms. Karen Lincoln, regarding your entry-level Database Administrator opening. Not only am I a DBA and SQA certified CIS specialist, but I also have over a decade of experience in the steel and manufacturing industry EVZ specializes in. My strong manufacturing and technological background prepares me to help EVZ continue your impressive track record of safety improvements.

From my conversation with Ms. Lincoln and your online information, it's clear you are looking for someone who not only has technical skills, but who understands the steel industry. Within six months at United Steel Mill, I was promoted from Clerk to Machine Operator, largely as a result of my attention to detail and ability to collaborate. In three years, I had worked my way up to Plant Safety Coordinator, Quality Control Database Administrator, and Floor Trainer. While in those roles, I implemented a plant-wide safety program, saving my company roughly \$15 million in recovered product, and reducing accidents by over 25%. In addition to demonstrating my understanding of the steel industry, this experience demonstrates the kinds of skills EVZ seeks: accuracy, integrity, and strong problem-solving skills.

I have a BA degree in Computer Information Systems and an AAS in Network Administration; through my experiences, I have become very familiar with all aspects of Database Administration. In my position as Database Intern for Work Inc., I enrolled users, maintained system security, and monitored user access to the database, with 30-40 concurrent users at any given time. At Texas A&M, I maintained a 4.0 GPA, was admitted to Phi Theta Kappa, and was placed on the President's Honor Roll every term—a standard I will bring to EVZ.

EVZ has grown rapidly for twenty years, and I would like to speak with you to discuss how my experience can aid your commitment to improving safety, quality and processes as you continue to grow. Enclosed is my résumé, and you can reach me at (503)555-6237 or johnice@email.com with questions. Thank you for your time and consideration. I look forward to meeting with you soon.

Sincerely,  
  
John Ice

### Introductory Paragraph

Your introduction should discuss the following:

- The title of the job for which you are applying
- Where you heard about the position
- A connection with the organization and its goals
- How your experience matches the position
- How you will help the organization achieve its goals

### Body Paragraph 1

This paragraph should discuss the following:

- More connection with company goals/mission
- Support for your claim that you can help them achieve goals/mission
- Specific example based on information in résumé
- How you will help the organization

### Body Paragraph 2

This paragraph should discuss the following:

- More detail on position requirements
- More detail supporting your claim that your experience fulfills these requirements
- Specific example based on information in résumé
- How you will help the organization

### Closing Paragraph

This paragraph should do the following:

- State your main objective and interview
- Provide contact information
- Close the letter in a professional manner, thanking the reader
- Provide signature block
- Provide enclosure information

**Figure 16.6.** Parts of a cover letter.<sup>1</sup>

<sup>1</sup> This image was derived from Megan Savage, "Cover Letters," licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/) in Allison Gross, Annemarie Hamlin, Billy Merck, Chris Rubio, Jodi Naas, Megan Savage, and Michele DeSilva, *Technical Writing*, (Open Oregon Educational Materials, n.d.), <https://openoregon.pressbooks.pub/technicalwriting/>. Licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).