**Include Your Resume Heading**

Copy your resume heading (name, contact information)

Same format and style as your resume

March 10, 20XX

Mr. Larry Tudmin

Manager, Computer Operations

Commodity Specialists Company

333 South 7th Street

St. Paul, MN 99886

Dear Mr. Tudmin:

Recently I spoke with Jane Bachmere, Lead Analyst at your organization, who recommended that I contact you regarding the Systems Analyst position in your department. After learning about the position and reading the job description on your company’s website, I am very excited to apply for this Systems Analyst role. My major in management information systems coupled with my related experience provide me with the skills necessary to be successful in this position. In addition, I would value working for Commodity Specialist as this company is known for creating high quality computer products.

Through my conversation with Jane, I learned that the analyst position requires experience in systems applications and end-users consulting. I worked at Cargill as a MIS Intern in their commodities trading division and gained valuable experience in systems applications and analysis. I have also worked in the computer center at Augsburg University as a Student Consultant. This position gave me exposure to complex computer operations and significant experience in explaining computer applications to end users.

In addition to my related work experience, I also have a strong academic and extracurricular record. Many of the courses I took as part of my major included practical applications through group projects which involved working cooperatively as a team to achieve successful results. I was also nominated by my peers to serve as co-captain of the basketball team through which I enhanced my leadership abilities.

I would appreciate having an opportunity to discuss my qualifications with you further. Thank you for your time and consideration for this Systems Analyst position.

Sincerely,

## Your Signature

(Type your name)