
Lisa M. Roberts

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Mr. Doug Evens, Director of Marketing and Sales
ABC Corporation
102 Main Street
Pella, IA 50219

Dear Mr. Evens:

Please accept this cover letter and resume as my application for the Information Technology Internship with ABC Corporation. Sandy Thomas, IT Supervisor at ABC Corporation, referred me to this position. Sandy and I spent quite a bit of time discussing the position and company, and I would be honored to apply my determination to learn and desire to serve others to ensuring operations continue running smoothly as a member of the IT team at ABC Corporation. My qualifications and skills make me an excellent candidate for this position.

My qualifications include:

- Currently a Junior, pursuing a Bachelor's degree in Mathematics with a minor in Computer Science at the University of Wisconsin-River Falls
- IT-related work experience including troubleshooting, effectively communicating technical solutions to individuals with little technical knowledge, and supervising/mentoring a team of five employees
- Proficient at using languages including Java, HTML, C, C++, SQL; tools including Dreamweaver, JBuilder, and Oracle SQL; and various operating systems including Windows XP, Linux, and Mac OS X
- Exceptional customer service skills developed through three years working in the hospitality industry
- Highly organized individual with excellent problem-solving skills and attention to detail

I would be honored to apply my classroom knowledge, hands-on experience, and professional skills to help ABC Corporation achieve its goals. Thank you very much for your time and consideration, and I hope to hear from you soon.

Respectfully yours,

Lisa M. Roberts