

Sample Cover Letter – Entry Level

Imran Afzal

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Vandelay Industries

25 Some Wannabe Ave, New York, NY 00001

Dear Mr. Russell,

Please accept the attached resume for the position of System Administrator as recently advertised on indeed.com. I've had the pleasure to review the company's website and went over the job description, and am very enthusiastic about the position. I believe that my combination of technical skills, and business sensibilities would serve Vandelay industries well in this position.

I know I don't have the exact number of experience that you are looking for but with the time spent on my lab and helping out others with technical issues can be quantified for up to 2 years of actual corporate level experience. I am the "go to guy" for everyone at my current job, and among my family and friends.

[HERE] Write about your biggest achievement in your career

My resume will speak about my technical skills but here is a quick summary of additional skills that I am really good at.

- Strong interpersonal and communication skills
- Keen attention to detail
- Analytical skills
- Time management skills
- Excellent documentation skills

I am very much interested in speaking with you to discuss the value I can bring to Vandelay industries. I can be reached at the above telephone number or email address. I look forward to hearing from you.

With best regards,

Imran Afzal