

Cover Letter Sample- Application Letter

- Use when you are responding to a specific job advertisement/ vacancy announcement.

123 Rebecca Avenue
Pittsburgh, PA 15212

August 26, 2009

Mr. James Pickme
Employment Manager
Human Resources
HighMark Blue Cross/Blue Shield
123 Fifth Avenue
Pittsburgh, PA 15219

Dear Mr. Pickme:

I am applying for the web development position that was advertised in the Pittsburgh Post Gazette on August 25, 2009. Your position requires skills in various types of programming and software used in web development. The position fits my experience and career interest. I am the ideal candidate for your consideration.

HighMark Blue Cross/Blue Shield has an excellent customer service reputation. Your mission to provide health care for everyone regardless of their income energizes my passion for people. I know that my experience and education allows me to add value to your company through web development. I have extensive experience with software packages such as Adobe Illustrator, Photoshop, After Effects, and Dreamweaver. As a computer consultant, I worked with a team at my present company to improve the quality and attractiveness of their web sites. Our customer interaction increased by 20% in one month. Also, my summer internship in computer operations allowed me to gain valuable experience of enterprise systems and e-commerce operations.

Enclosed is my resume, which details my experience. I know that my abilities and skills would be a great asset to HighMark Blue Cross/Blue Shield's customer service. I am available for an interview and may be reached at 412-396-1234 or thomas345@comcast.net. I look forward to speaking with you about how I will fit your needs

Sincerely,

Patrick Thomas