

Mr John Doe
The Company
Anothertown
Anothercity
12345

Dear Mr Doe

I am a junior majoring in Computer Science Jones, a Control Designer in your organization. I would appreciate your attention to my resume. I would appreciate your attention to my resume as an application.

Over the past few semesters, I have a background in digital design. These courses have helped me to abstract and organize complex concepts into their models. In addition, I gained experience in various techniques.

My last internship at Computer Science was a significant contribution to a team. I learned to coordinate and manage people around me. I developed a confidence that these abilities will be of use.

As stated earlier, I am very interested in the position and would like to contribute to the efforts of your organization. I can be contacted at [phone number].

Thank you.
Sincerely,

Am An

Cover Letter

Cover letters aren't always required when applying for a job, but many companies use them to evaluate your skills, passion, and experience. To maximize your chances of getting an interview, you need a well-written cover letter that makes a strong positive first impression on employers. You can access the **Indiana Career Explorer** site to quickly use the Cover Letter template.

How to write a good cover letter for a job in seven simple steps:

- List your contact details
- Address the hiring manager (ideally by name)
- Write an attention-grabbing opening paragraph
- Explain why you're qualified for the job in your body paragraph(s)
- Connect your experience to the company's needs
- End with a convincing closing paragraph
- Add a polite sign-off