**LETTER OF APPLICATION**

Dear Ms. Nelson:

I am applying for the position of systems analyst, which was advertised on January 22, 20XX, with the Colorado State University-Pueblo Career Center. The position seems to fit well with my education, experience, and career interests.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in Computer Information Systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my university’s IT Office as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computing operations for a large bank where I gained knowledge for financial systems. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Hammond Corporation. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I shall call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at (719) 549-2543. If I am not in, please leave a message on my answering machine, and I will return your call within a day.

Thank you for your consideration. I look forward to talking with you.

Sincerely yours,

Ima Goodstudent