[Today’s Date]

[Hiring Manager]

[Company Address]

[Company City, State xxxxx]

[(xxx)-xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Ms.] [Manager’s Name],

My name is James Amore, and I’m excited to apply for the position of Junior IT specialist at the French Central Inn, Charleston. I’m a recent graduate (December YYYY) in Management Information Systems (MIS) from Charleston Southern University, and I’m eager to enter the workforce. I meet all of the academic requirements mentioned in your job posting.

Growing up, I took a liking to all things tech and digital, which led to me picking MIS as my major. Apart from all the tech courses during my MIS studies, I thoroughly enjoyed and excelled at the psychology courses, as the intersection of tech and humanity (specifically, how people respond to and adapt to technological changes) is a passion of mine. It’s one that I discuss frequently on my tech blog [URL].

During my final year of university, I interned at Safe Homes Inc., a vendor providing an array of home security systems. I worked on both the hardware and software side, installing physical equipment as well as configuring the requisite software, and involved elements of IoT.

What excites me most about this position is that the role involves extensive work with the Internet of Things (IoT). As a leader in combining IoT and hospitality, working at your inn would be a fortuitous coming together of passion, competence, and opportunity.

I look forward to putting my knowledge and skills to use as a productive member of your IT department, and learning from the best in the industry. In an interview, I’d love to discuss my short- and long-term career goals and how they align with the French Central Inn’s tech vision. I await your call.

Sincerely,

James P. Amore