
EMAIL SUBJECT: Information Systems Support Specialist Inquiry

Dear Ms. Ciccone:

I recently noticed an Information Systems Support Specialist position that XYZ Company promoted on Dice.com. As a soon-to-be college graduate I possess many of the technical skills this position requires. I realize I do not meet the experience criteria mentioned in your advertisement. Do you have an entry-level opening?

Next month I will graduate with a Bachelor of Science in Computer Information Technology as well as a certificate in Information Security from Champlain College in Burlington, Vermont. Champlain was designated a Center of Academic Excellence in Information Assurance Education (CAEIAE) by the National Security Agency (NSA). While at Champlain I received instruction in Software Systems and Design, Relational Databases with Web Applications, Server Administration for Windows, UNIX, Linux, and Computer and Network Security. In addition, I completed an internship at a private computer business in my home town. My resume is attached detailing experience and skill.

I appreciate the opportunity to discuss available positions and provide further information. I can be reached at 802-865-XXXX, or by email at first.last@mymail.champlain.edu. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Calvin Broadus