



# The Ultimate IT Cover Letter Guide

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# 1 Cover Letter Guideline

Cover letter is an important part in employment application process. It is usually sent with resume via either postal mail or email or fax. Many job seekers think the role of cover letter is not as critical as resume; this is only true to certain degree. In most cases, a good cover letter can certainly earn extra credits for you, and that extra credit may determine whether or not you get call for interview.

In most job postings, a cover letter is not required. The Job application requirements usually don't ask for a cover letter, they may just require for sending resumes, sometimes along with application forms. If you follow the direction, you may just submit your best resume. Since you have studied The Ultimate IT Resume Guide, your resume got to be the best, thus your chance to getting the interview is high enough.

However, in today's highly competitive job market, you cannot ignore anything that makes your edge. Whenever applicable, you should always send your resume with a well crafted cover letter. Cover letter is a good tool to help your resume shine; therefore you should prepare it and use it wisely. The following tips help you write an effective cover letter.

1. Make it **short** and **straightforward**. Half page to 3 quarter page long is good enough.
2. **Who to address** - If you know the person's name, address your cover letter to him/her. Otherwise address to "Dear Hiring Manager".
3. Write with **confidence**. Build your image with positive impressions: -- hard-working, self-motivated, highly skilled, a lot of experience, etc.
4. Promote your **skills** and **experience**. Repeat your core experience from your resume: database, programming, systems administration, whatever they are, restate them in the cover letter.
5. Reassure what you can do for potential employer and insist that you can make **contributions**: say you can help them on profitability, help their client succeed, make their system secure, etc. Think what you can do for them and say so.

6. Ending your cover letter by calling to **action** - ask for scheduling an interview, that's the most important part. Don't forget your goal, getting an interview.

Yes, you can deliver all the messages described above in a less than one page cover letter. The following is a cover letter example for an IT consultant to look for opening positions within a consulting firm.

## 2 Cover Letter Sample

Dear Hiring Manager:

If you are looking for self-motivated hard-working professional with extensive experience and latest skills in information technologies, please contact me.

As a senior IT consultant, I have proven expertise in software development, database design and administration, enterprise system architect and integration, e-business solutions, and many more. My up-to-date skills are certified by Oracle, Sun, and Microsoft.

With proven ability to deliver high quality products and services on schedule and under budget, I am confident that I can make a significant contribution to your company's competitiveness and profitability in the marketplace.

Even though currently employed, I'm ready for new challenges. Would you please schedule an interview and let's discuss how I can make contributions to your firm and help your clients succeed?

Thank you very much!

Sincerely,

Sam Arden

### **3 T- Type Cover Letter**

An unconventional cover letter form is so called T-Type cover letter. This cover letter lists job requirements and desired qualifications in one column and your skills and experience in the adjacent column. This layout gives a quick and easy to read presentation of the match of your qualifications to what the employer wants. It is clean, straightforward, and very effective in many cases.

T-type cover letter is best used when the job opening give detailed requirements and qualifications, such as college degree, number of years experience on specific tools and languages, professional certifications. If your background matches most of the requirements or even exceeds desired quantities, then T-type is perfect.

Don't use T-type cover letter if there is no detailed requirement list, or your qualification doesn't match well, or you are over qualified.

## T-Type Cover Letter Sample

Dear Hiring Manager:

I am writing to submit the application for the position of Senior Programmer Analyst in your organization.

Currently I am working as a software developer and consultant for an IT service firm to design and develop client/server and web-based applications and provide technical supports. As illustrated in the form below, my experience and qualifications match or exceed your requirements for this position:

<b>You Want:</b>	<b>I Have:</b>
<ul style="list-style-type: none"><li>• 5 years Java programming</li><li>• Client/server application in Java Swing technology</li><li>• Knowledge of RDBMS such as Oracle, DB2, etc.</li><li>• 3-year J2EE based web application development experience</li><li>• Experience on Struts framework</li><li>• Sun Java certification desired.</li><li>• College degree in computer science or related field</li></ul>	<ul style="list-style-type: none"><li>• 6 years Java experience</li><li>• Developed 3 Swing based client/server applications</li><li>• Worked as Oracle DBA for over 2 years</li><li>• 3-year experience in developing J2EE web application on JBoss</li><li>• Currently working on a large-scale web application development with Struts</li><li>• Sun Certified Java Programmer</li><li>• B.S. in Computer Science, University of California, Davis</li></ul>

I believe my experience, hard work, and dedication would let me provide the best service in this position. I look forward to an interview to discuss with you in detail about how I could make contributions to your organization.

Thank you for your consideration.

Sincerely,

Larry Woodland

## 4 Power Phrases for IT Cover Letters

This chapter simply provides a collection of powerful phrases for you to use in your cover letters. When you write the cover letter, you should have a clear mind for knowing what to communicate in the cover letter and what's role of power phrases in the letter.

To make it clear, you should use power phrases in your cover letter to fulfill the following communication goals:

- Reiterate your qualifications.
- Show your confidence.
- Ensure your willingness to work for the firm.
- Repeat and remind, - you can contribute.
- Demonstrate your enthusiasm and interest to the company and the team.
- Show or repeat your strength that was not emphasized in resume, -- hardworking, commitment, dedication, etc.

Keeping the communication goals in your mind, you would be able to choose the right phrases in building a highly convincing cover letter.

### Open Words

*I am writing to present my qualifications for the position of ...*

*I am writing to apply for the position of Staff Programmer Analyst in your company...*

*I am very interested in talking with you about employment as an Oracle database administrator ...*

*Enclosed please find my resume in application for a web developer position ...*

*I am interested in a position as Project Manager with your company. My resume highlights strong IT project experience with ...*

*If you are in the market for an accomplished IT consultant with excellent reputation for data center consolidation, the enclosed resume should be of interest.*

*If you are seeking a top-flight Chief Information Officer, I may well fit the bill. I am seeking a challenging position as a ...*

*I wish to explore career opportunities in software engineering with ABC Company and am enclosing my resume for your consideration.*

*I am sure you as the CIO are keenly aware of the value a top-notch IT professional can deliver to a profit-oriented company such as yours. Should you be seeking a proven contributor to lead mission-critical IT projects, therefore, I encourage you to seriously consider my qualifications.*

### **Reiterate You Skills and Experience**

*I have an ample amount of hands-on experience ...*

*I have the updated skills in ...*

*I have worked with all aspects of ...*

*I have extensive experience in ...*

*I am especially knowledgeable of ...*

*I have earned an excellent reputation for ...*

*My skills and experience are well-evidenced by the following accomplishments...*

*As a versatile IT professional, I bring significant application development experience including ...*

*My background spans eight years of diverse software programming experience ...*

*In my current position as ... I have been credited with ...*

*I have diverse technical background with successful experience in software development, database design, and network administration,*

### **Show Your Confidence and Enthusiasm**

*I am sure ...*

*I am confident ...*

*I can help ...*

*I can make contributions ...*

*I am ready for new challenges ...*

*My solid contributions have earned me rapid career advancement, however, I now feel a need to move on to new professional challenges.*

*I am a hard-working programmer with the ability to ...*

*I have much to contribute and would welcome to opportunity to unleash my energy and enthusiasm for using CRM to drive profit to an organization's bottom line.*

## **State Your Value**

*I am fully capable of making similar contributions to ...*

*... help add significant profit to your bottom line ...*

*As a hands-on, results-oriented project manager with comprehensive background in software development, I could be a solid addition to your team ...*

*During my career I have accumulated a record of solid achievement and significant contribution.*

*... my ability to make major contributions to your company's IT enhancement efforts ...*

Note: You may state your value together with calling for action. See examples below.

## **Call for Action**

*Should you have room in your organization for a top-notch IT professional capable of making immediate contributions to your IT services, please give me a call. I look forward to hearing from you.*

*I would want to put my energy and enthusiasm to work for a company like yours. May I have the opportunity to further discuss how I can help the team to reach the goal during an interview meeting with you and your staff?*

*I am sure I have the necessary skills and interest to be an excellent contributor to your organization. Would you please schedule an interview for me to demonstrate how I could help your team ...*

*If you are currently seeking a strong enterprise application architect, I would appreciate the opportunity to further discuss my qualifications with you in a personal interview.*

*If you are seeking a knowledgeable application architect in service oriented architecture (SOA), please give me a call so that we may discuss your requirements.*

*I welcome the opportunity to meet with you personally to discuss the contributions I could make to your organization. If you believe this a worthwhile investment, I can be reached on confidential basis at...*

*If you are currently searching for CRM specialist with proven Siebel expertise, I would be pleased to meet with you to discuss how I might contribute my Siebel knowledge and CRM implementation skills in achieving your organization's strategic objectives. Thank you for your consideration.*