

0000 Xxxxx Xxxxxr Drive
Xxxxx, MD 20000

June 3, 20XX

Ms. Xxxx Xxxxx
Human Resources
Legg Mason.
100 Light Street
Baltimore, MD 21202

Dear Ms. Xxxxx:

I would like to express my sincere interest in the current Voice Analyst/Tech Trainee position at Legg Mason. I learned about this opportunity through Salisbury University's eRecruiting program. I believe this position has all the opportunities I am looking for in a career and I am excited about the possibility of working for such a well respected organization. As you review my resume, I strongly believe that my degree, skills, abilities and work experiences would make a valuable contribution to Legg Mason.

I am a recent graduate from Salisbury University with a Bachelor of Science in Information Systems and this degree enabled me to develop many invaluable technical and social skills. While earning my degree, I worked on numerous group projects in both information systems and management courses which allowed me to build strong organizational, leadership, time management and interpersonal skills. For example, as a student in the Information Systems Development and Implementation course, I worked closely with the "Kids of Honor" organization. "Kid of Honor" assists students at-risk in after school programs and the focus of the program is to encourage student retention. My role as a student was to assist employees in overcoming IT issues such as email file overloads. As a result of our interventions the organization was much more efficient by being able to share files and communicate quickly within the office environment. As I approached their problems I utilized the Systems Development Life Cycle methodology and it permitted me to see various ways to view the problems and gave me a variety of different alternatives.

In addition to my academic work, which has made me proficient in various areas of Information Technology ranging from web design and networking to computer hardware, I have further gained experience through employment and extra-curricular activities. As a Computer Lab Technician at Salisbury University, I developed troubleshooting and communication skills. Many students presented various IT concerns and I had to think quickly and resolve the problems in an efficient manner. Furthermore, I served as a Fundraising Chairman and Webmaster for the Alpha Sigma Phi fraternity and these experiences developed my leadership and teamwork skills as well.

I believe that the combination of my academic qualifications and my work experiences is well-suited to the Voice Analyst/Tech Trainee position available. I would welcome the opportunity to interview with you to further discuss my qualifications. I have enclosed a copy of my resume with additional information about my skills. If I do not hear from you in two weeks I will contact you for a follow up. Thank you for your consideration.

Sincerely,

Xxxxx Xxxx

Enclosure: Resume