

# Phil A. Position

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September 7, 2009

Human Resources Coordinator  
Electronic Data Systems  
Folsom, CA 95630

Dear Human Resources Coordinator:

I am writing to let you know of my interest in your open PC Support Analyst and Production Support Technician positions. I am a Senior at California State University, Chico and will graduate in December 2009 with a degree in Business Information Systems, earning a 3.4 overall GPA. In addition to my education, my qualifications include my work experience in a variety of technical positions as described on the enclosed resume.

I have developed a deep work ethic and excellent time management skills through the part-time jobs I've held while attending college on a full-time basis. My employment history ranges from a Help Desk Analyst to a Member Service Representative to various clerical positions. Because of my diverse experience, I recognize and appreciate the importance of setting and reaching goals. I am also confident that my educational and professional experiences demonstrate my ambition, a quality that would benefit EDS.

In addition to my time management skills and my strong work ethic, I can offer you direct technical experience from my current position at Chico State's User Services. EDS's long-standing reputation was established by employing people like me who are customer-focused and skilled in technology. If I am hired, I am confident my colleagues and customers will appreciate my enthusiasm and flexibility. Furthermore, I welcome change, and my experiences have prepared me to take a leadership role in a changing environment, like that at EDS.

Thank you for your consideration. I look forward to hearing from you and possibly meeting for an interview. I can be reached at the contact information listed above.

Sincerely,

Phil A. Position  
Enclosure