

Phil A. Position

400 West First Street, Chico, CA 95929 - (555) 555.5555
philapostion@internet.net

September 7, 2015

Human Resources Coordinator
Electronic Data Systems
Folsom, CA 95630

Dear Human Resources Coordinator:

Please consider me for your PC Support Analyst and Production Support Technician position. I am a senior at California State University, Chico and will graduate in December 2015 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.

I developed my strong work ethic and time management skills as a result of the part-time jobs I 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.

I can also offer you direct technical experience from my current position at Chico State's IT Support Services. I understand that 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.

At this point my salary history pertains to the part-time, hourly jobs I have had while in college. In these jobs I have earned an average of \$10.00 an hour, working 5-10 hours per week. For a professional position, I will entertain offers in the low \$40K range; however, because I value so many other important aspects in a job offer, such as benefits, work environment, growth potential, etc., it is difficult to provide an exact figure. I look forward to negotiating a fair compensation package, for the right position, with the right employer.

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