



### Sample Covering Letter 3

*Michelle Murphy*  
Cork  
Tel/Email details

01/11/09

Dear Ms Gleeson,

I am writing with reference to your recent advertisement in .....for a ..... Engineer. I have recently completed my BSc Honours degree in Software Development with an overall result of Merit 1 from Cork Institute of Technology.

Within my degree I developed extensive experience both in the theory of applications and the technical aspects including:

- Programming fundamentals .....
- Network fundamentals.....
- Web development .....
- Project applications involving.....

Along with the technical skills developed, I also have excellent interpersonal and communication skills having worked closely within teams both in group projects and also within my work experience. I have an aptitude in trouble shooting and providing solutions to problems that arise within a short timeframe. I also demonstrate the ability to lead through team sports and being an active member of the clubs society, facilitating the management and organisation of various activities on campus.

I wish to apply my academic, technical and interpersonal skills to this position in particular, within your organisation as I believe it would be both enjoyable and challenging and.....

I have enclosed my CV for your attention and I look forward to hearing from you.

Yours sincerely,

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*Mark Gleeson*