

MEG RAM

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Month day, year

Mr. D. Mayor
Human Resources Manager
Blogosphere.com
100, Innovation Way
Ottawa, ON K1N 2B7

Re: Project manager position (information systems) (Job ID# PMPIS 001)

Dear Mr. Mayor:

You will find that my management information systems-related knowledge and experience, solid communication, teamwork and customer service skills, as well as my drive for success make me an excellent choice for the project manager position (information systems) advertised on your website.

My reasons for wanting to work for Blogosphere.com are numerous. I have a passion for high technology and have strong management, organizational and planning abilities acquired and developed through my academic training and work experience. I am looking for the opportunity to join a flagship organization known as a responsible corporate citizen; that is why your organization's mission statement and business plan are particularly exciting to me. Working for Blogosphere.com would provide the professional challenge that I am looking for. I have an extremely strong work ethic, which aligns perfectly with your company's views on professionalism. My values with regards to productivity also translate into everything that I do including project management initiatives and the quality of service I offer to clients.

In summary, I believe I have the academic foundation as well as the hands-on experience to make a significant contribution to your organization. I will be completing my Honours Bachelor of Commerce, with a specialization in Management Information Systems this spring. I currently work as a computer technician at the Wikiboutique in Ottawa and as a computer site administrator at the Telfer School of Management. I am also president of the Management Information Systems Association at the University of Ottawa. These positions require strong technical knowledge and abilities, as well as soft skills such as customer service, coaching, mentoring and training for which I have been commended on numerous occasions. I have excellent oral and written communications skills in English and in French, as well as strong marketing and networking abilities.

I would greatly appreciate the chance to meet with you to elaborate on my qualifications. I invite you to review my attached résumé for a more detailed personal profile and would like to thank you in advance for your consideration.

Sincerely,
Meg Ram
Encl.

Please note that portions of this letter are highlighted for illustrative purposes, demonstrating how you can address employer needs (as outlined in the job description).