April 28, 2019

John Smith  
Human Resource Coordinator  
Company: Company XYZ   
Address   
City, State, Zip Code

**RE: Technical Support Analyst** **Opening (Ref. ID: CS300-Denver) *optional***

Dear Mr./Ms. Last Name,

I would like to express my interest in an entry-level *Technical Support Analyst* position with *Company XYZ*. Throughout my job search and conversations within my network, I have come to respect the professionalism that characterizes your firm and its employees. I am confident that the company team’s values and objectives would highly complement my own strengths and enthusiasm. I would like to be considered for your *Technical Support Analyst* opportunity, or a similar position that requires strong analytical and communication skills.

I demonstrated my leadership and analytical skills during my internship at *Company XYZ*. My educational background, combined with my employment experiences, has been excellent preparation for a career with *Company XYZ*.

Please review the enclosed resume and consider my application for your *Technical Support Analyst* position. I would appreciate the opportunity to come to meet with you and explore the company environment, as well as possible job opportunities at *Company XYZ*. I will follow up next week to discuss these possibilities. I look forward to exchanging ideas with you concerning a career at *Company XYZ* and the positive contributions I would offer as a member of your organization.

Thank you for your consideration. Please feel free to call me at (xxx) xxx-xxxx with any questions you may have.

Sincerely,   
First Name and Last Name