

Sample Cover Letter – GIS/Geography

Directions:

Tip: Use same heading on cover letter & reference page as on your resume – your own personalized letterhead! Find out who will be hiring for the position. Be sure to get correct spelling of their name & title.

Date

(4 spaces between date & address)

Name, Title of Person

Name of Business

Department

Mailing Address

City, State, Zip

(1 space)

Salutation

or Hiring Panel if name is unknown

1st Paragraph

State your purpose, the position you are interested in & how you learned about the opening.

2nd Paragraph

Demonstrate your ability to do the job. Research the company & position. Think & link the details of the job description with your skills, training, & experience. Mention what interests you about the company.

3rd Paragraph (optional)

If including other enclosures besides your resume, refer to them.

Closing paragraph

This should be a call to action. State when you will contact the employer or ask for an interview, then express thanks.

Closing

or Respectfully, etc.

(4 spaces)

Sign your name LEGIBLY

Your Name

Michael Nordstrom

950 S.W. Bigelow Ave. Portland, OR 97219 503-555-8500 mike.nordstrom@gmail.com

May 4, 20xx

Casey Maxwell, GIS Manager
City of Portland
Bureau of Technology Services
1120 SW 5th Ave., Suite 450
Portland, OR 97204

Mr. Maxwell:

I am excited about your opening for a GIS Technician 1 position. I was informed of the opening by my supervisor, Mike Patucho, the supervisor of my internship at the City of Portland Urban Forestry Division.

I believe my education and experience have prepared me to meet and exceed the requirements of this position. In June I will complete the one-year Geographic Information Systems Certificate at Portland Community College. In the program I learned how to plan, design, and execute assorted GIS projects. I gained specialized skills in data capture, spatial and statistical analysis, modeling and cartography. As you can see from the enclosed resume, I have additional applied experience working in a GIS capacity with various departments in the City of Portland.

Along with my resume, I have enclosed a letter of recommendation from my internship supervisor at the Urban Forestry Division.

I would welcome the opportunity to discuss my abilities in more depth and look forward to hearing from you to set up an interview at your convenience. Thank you for your time and consideration.

Sincerely,

Michael Nordstrom