

En Jinear

10001 Development Drive
Alpharetta, GA 30022

555-123-4567
enjinear1@college.edu

Dear Sir or Madam:

Mar 4th, 2013

I would like to submit my application for this job,

I am currently the second year student at the University of Florida at Gainesville majoring in Information Systems and Operations Management. Some of my qualifications which would be of value **to the Program** include: *This should be tailored to a specific person, company, or role.*

- I'd highlight a project, not academics, especially as it would pertain to an opening. For example: if she were interviewing with me for a frontend developer position, I'd love to see a URL to a demo of that work. Or even screenshots. Anything.*
- **Academics – High academic achievement** in my first year in UF. My GPA is 3.65 which is high in my major. My courses include Business Telecom Strategy, Business database system, Advance system design, Advance business program.
 - **Industry experience** – Solid understanding and training in programming and system. Experience in an ERP system company Aboard Software about providing support to customers and Customer Service experience in China Mobile about analyzing the data.
 - **Specialized training** – Expected completion of Programming Language, such as Java and C#, C, UML and SQL. Individual projects about the system using Java, C# and UML.

I would greatly appreciate the opportunity to meet with you to discuss how my experience and education can contribute to your team.

My expectation salary is 50,000. *Never set salary expectations in cover letter (or anywhere); it should be one of the last things you talk about right up there with other benefits.*

Thanks you for your time and consideration of my application.

Sincerely yours,

En Jinear,

Graduate School of Business

General comment: Much of what is covered should either be covered in the resume or not rehashed here.

A condensed version of the cover letter would have been better suited at the top of the resume with language along the lines of what she is excited to work on, especially if it highlights the company's business. For instance I can't tell if she'd rather work as a software developer or bizdev analyst.

EN JINEAR

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EDUCATION

Master of Science in Information Systems & Operations Management, GPA 3.65/4.0
May 2013

University of Florida

Bachelor of Information Management and Information Systems, GPA 3.5/4.0
June 2011

Beijing University of Posts and Telecommunications, Beijing, China

WORK EXPERIENCE

Software Support Engineer

April 2012 - present

Aboard Software, Gainesville, FL

- Provided technical support and training to existing customers of our ERP Software.
- Loaded data for new customers with SQL language into system.
- Maintained system and upgraded new features as operation support.

Logistic Analyst Intern, Sony Ericsson, Beijing, China November 2010 - April 2011

- Maintained the shared disk, system, backup database and data associated with raw materials.

For an after college hire, she looks good on paper. I'd layer in success metrics for any of her work or achievements, for example: optimized process increased revenue by 1000%, company got bought for \$1B, etc.

PROJECT EXPERIENCE

Library Management System (Advanced Business Programming, spring 2012)

- Designed a library system which enables users to add, check in, check out and renew books.
- Developed the system and GUI using C#.

Business Partner Management System (Business Programming, fall 2012)

- Designed and implemented a business partners system using UML with Java
- System features: information loading from CSV file; print detailed reports, objects serialization and restoration; data merging from external source, with conflict avoidance and exception handling

Inventory Management System (Business Object, fall 2012)

- Designed an inventory management system to connected Access database.
- Implemented four methods in JDBC include: check data in inventory, list all information, purchase item and receive item with the full functionality of the client.

PROFESSIONAL SKILLS

- **Programming Languages:** Java, C#, C

- **Software and Tool:** Netbeans, Visual Studio, Visio, Excel, UML, SDLC
- **Database:** SQL Server, MySQL, SQL, Access, JDBC
- **Web development:** Java web service, RMI, EJB, Servlet, WCF, .Net Framework

ACTIVITIES

Teaching Assistant, Dept. of ISOM, UF August 2012 – December 2012

Volunteer of the 29th Olympic Games,
Beijing China

August 2008

It's short, I like that. I'd spend more time fleshing out hobbies, activities or future aspirations since a working skillset is not going to be expected walking in the door. In an interview I'd probably ask her about the Olympics.

One other general note: I'd mention willingness to relocate.