Cover letter

Dear [name]:

As a systems analyst with ten years experience in the information systems industry, I am interested in applying for the Quality Assurance Professional - Senior Systems Analyst position, Job ID – [number] and Job Code [number]. Currently, I am a systems analyst working remotely full-time on a team with several analysts and programmers. My schedule runs from 8 AM through to 5 PM. As such, I not only work independently, I also collaborate freely with members of my team and others within the organization.

My education and skill strongly suit the position of Quality Assurance Professional – Senior Systems Analyst position. With a Masters degree in Information Science, my educational background prepared me for a career in the information systems industry. I have strong organizational skills. I am also very flexible, self-directed, and passionate with my work. As you shall discover from my resume, I am very innovative in applying the techniques, experiences, and knowledge of system analysis to the needs of an organization. Given chance I would bring tremendous value to your organization.

My experience accorded me an opportunity to gain a vast wealth of knowledge and skills information systems:

- Troubleshooting reported issues by using a variety of systems

analysis techniques to research and resolve

- Working collaboratively with both the client (internal and external) to develop solutions to meet client's needs.

- Modifying and/or implementing information solutions which includes documenting, testing, and delivering solutions

I would be glad to work at the [name] Hospital in this position. I am most interested in a position that offers additional opportunities to use my rich-mix of skills as a systems analyst. I am very grateful for your time and consideration in reviewing my resume and application. I am willing to meet with you to discuss my candidacy in details.

Respectfully Yours

[name]