**Sample Cold Calling Cover Letter - Some Work Experience**

Joanne Tint  
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Mobile: XXXX XXX XXX

Mr Allan Moyle  
John Smith and Associates  
Phone: XXXX XXX XXX  
Email: [enquiries@johnsmithandassociates.com.au](mailto:enquiries@johnsmithandassociates.com.au)

RE: General application for available positions within your organisation

Dear Mr. Moyle,

As a recent Bachelor of Information Technology (Networking) graduate, I would like to enquire about positions available within your organisation and provide you with my details for your records.

I have had a strong interest in IT since a young age. I have always enjoyed the challenge of being able to identify faults and work to resolve them. Encouraged by this passion I have recently graduated as a Bachelor of Information Technology with a major in Networking.

While studying I worked as a provider of casual support for IT-related issues on a referral basis. I also worked part-time at Drew Smith Electronics. A technically competent individual, I have a passion for all things technological and a desire to establish a career as an IT professional.

I have been recognised for my high level of motivation and my strong communication skills. I am able to adapt my communication style to reflect the needs of any audience. I have a high level of problem-solving skills and a willingness to focus on my ongoing professional development.

I understand that, as a graduate, I have a lot to learn about working within an organisation. I would like to start in an entry-level position that would allow me to be mentored and guided in my professional development.

I am interested in your organisation's reputation as a leader in the provision of data centre management services. My research into your organisation has shown me that you work closely with a range of clients to manage their data centre needs through outsourced service agreements.

I believe that the opportunity to work in different environments and with different technologies will allow me to develop skills that your organisation can use to meet the changing needs and demands of your clients.

Your reputation for quality support and for being an employer of choice shows that you have an understanding of the needs of your clients as well as your employees. I would appreciate the opportunity to meet with you in order to introduce myself and discuss any suitable positions that may be available.

I enclose my resume for your consideration. I will follow up this enquiry in the coming weeks, but I would be be grateful if you were to contact me in the meantime should you know of a position that you think is suitable. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Joanne Tint