

Computer & Digital Forensics

Sample Cover Letters

Cover letters are a versatile means of communication that reinforces the qualifications presented in your resume and highlights how your skills and personality would be a good fit for the company. Crafting a cover letter allows for expressing your personal qualities and interests that compliments your resume.

➤ [Click topic to auto-scroll](#)

- [Anatomy of a Cover Letter](#)
- ["Job Applicant's" Cover Letter](#)
- ["Internship Applicant's" Cover Letter](#)
- ["Prospector's Cover Letter" / Letter of Inquiry](#)
- ["Thank you" Note](#)
- ["Follow Up After Interview" Cover Letter](#)
- ["Online Application / Text Box" Cover Letter](#)
- ["Informational Interview Request" Cover Letter](#)

➤ [Anatomy of a Cover Letter:](#) [\(back to top\)](#)

Your Name
Your Street Address
City, State, Zip (2 enters)

Today's Date (4 enters)

Ms./Mr. First Lastname
Title
Company name
5 State Street
City, VT 05401 (2 enters)

Research to find the recipient's name.
If you cannot find their name, address
the letter "Dear Selection Committee:"

Dear Ms. Lastname:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate these skills with action statements reiterating what you express on your resume without redundantly repeating yourself. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters)

Sincerely, (4 enters)

Your Signature
Type Your Name (2 enters)

If you are emailing your cover
letter, only type your name, leaving
one blank space before and after

➤ [Job Applicant's Cover Letter: \(back to top\)](#)

EMAIL SUBJECT: Forensic Examiner Position Application

Dear Mr. Broadus:

This email is in regards to my interest in applying for the Forensic Examiner position recently posted through CareerShift. While browsing the CDF Company webpage I came across your Digital Forensics page and found it quite informative. The techniques and services provided by CDF Company range across a wide and impressive spectrum. I am impressed by the multitude of publications and case studies published. CDF Company is a leader in Digital Forensics. With my skills, knowledge, and flexibility I am able to facilitate several forensic examination processes.

During my studies at Champlain College, I have had the opportunity to hone my skills in computer forensics, networking administration and information security. With this knowledge I am able to operate in a Windows and Linux environment and comprehend various general law and business law principals. Inside the classroom I have committed myself to academic excellence. Outside the classroom, I helped set up the Department of Defense Cyber Crime Challenge at our school, which gave students the opportunity to work in teams and achieve goals outlined by the challenge. My three years as a member of the Digital Forensics Association on campus has helped connect me to students of different backgrounds and function as an inclusive and supportive group.

I am currently available for an interview scheduled at the convenience of CDF Company. I have attached my resume detailing academic knowledge and technical skills. I appreciate the opportunity to discuss this position with CDF Company and provide further information.

Your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson



➤ Internship Applicant's Cover Letter: [\(back to top\)](#)

Date

Mr. Charles Norris
ABC Consulting
1 East Salad Street
Springfield, MA 08777

Dear Mr. Norris:

Kathy Smith, a software consultant for ABC Consulting, recently told me about an opening for a forensic analyst intern. I am a senior at Champlain College and interested in this opportunity. With my training and experience in computer and digital forensics and forensic software, such as FTK, EnCase and WinHex, I am an excellent candidate for this position.

I am enclosing a copy of my resume outlining academic achievements and experience providing technical support working at Champlain's Computer Help Desk. I am available to relocate in April to join your team for a summer internship.

I welcome the opportunity to talk about this exciting opportunity. I will call your office next week to further discuss an internship. Please contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,

Nicole Polizzi

Enclosure



➤ **Prospector's Cover Letter / Letter of Inquiry:** [\(back to top\)](#)

EMAIL SUBJECT: Forensic Technology Position Inquiry

Dear Ms. Ciccone:

I recently noticed a Forensic Technology position that XYZ Company promoted on Dice.com. As a soon-to-be college grad I possess many of the technical skills this position requires. I realize I do not meet the experience criteria mentioned in your advertisement. Do you have an entry-level opening?

Next month I will graduate summa cum laude with a Bachelor of Science in Computer and Digital Forensics as well as a certificate in Information Security from Champlain College in Burlington, Vermont. Champlain was designated a Center of Academic Excellence in Information Assurance Education (CAEIAE) by the National Security Agency (NSA). While at Champlain I had the opportunity to work with a number of forensic tools (such as EnCase, WinHex and FTK) and received instruction in Securing the Enterprise Network, the Business of Information Security, Cybercrime, Computer and Network Security, Forensic Technology, Forensic Accounting and more. In addition, I completed an internship at a private computer business in my home town. My resume is attached detailing experience and skill.

I appreciate the opportunity to discuss available positions and provide further information. I can be reached at 802-865-5462, or by email at first.last@mymail.champlain.edu. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Calvin Broadus

EMAIL SUBJECT: Internship Opportunity Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College professors often discussed ABC Consulting and your many interesting cases. Your reputation for innovation and integrity is well known. ABC Consulting is the ideal place to learn "best practices" of an information security company.

I am seeking an internship as a Digital Forensics student entering my senior year. The technical skills, exposure to forensic software, such as, EnCase and FTK, will allow me to contribute to your team. Gaining first-hand knowledge from recognized professionals and experience provides enrichment in my chosen field. Please find my resume attached detailing academic knowledge and technical skill. Does ABC Consulting have internships available?

Thank you for considering this request. I look forward to hearing from you soon.

Best Regards,

Terry Gene



➤ **Thank You Note:** [\(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com

March 3, 2010

Ms. Stefani Germanotta
Personnel Manager
GaGa Computers and Electronics
1212 Center South Lane
Richmond, VA 23230

Dear Ms. Germanotta:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your database organization procedures. Mr. Allen was so thorough in explaining your process to me and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this semester. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that GaGa Computers and Electronics offers. I look forward to your decision.

Sincerely,

Charles Norris

Enclosure



➤ [Follow Up After Interview Cover Letter: \(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com
October 26, 2010

Ms. Nicole Polizzi
Human Resources Manager
Situation Corp.
1000 North Salad Road
Shores, NJ 05476

Dear Ms. Polizzi:

I enjoyed our interview during your recruiting visit to Champlain College on October 25. The summer internship program outlined sounds both challenging and rewarding. I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Computer and Digital Forensics. Through my education and experience I have honed my skills in computer forensics, networking administration and information security. With this knowledge I am proficient in Windows and Linux environment and comprehend general law and business law principals. I am confident my education and work experience are a good fit for Situation Corp's internship program.

I have enclosed a copy of my college transcript and the list of references you requested. Thank you again for the interview with Situation Corp. I am interested in becoming a part of your team. Please call me at (802) 865-5462 or by email at champtechjobs@gmail.com.

Sincerely,

Dwayne Johnson

Enclosures



➤ [Online Application / Text Box Cover Letter: \(back to top\)](#)

Dear Forensic Examiner Selection Committee:

This letter is in regards to my interest in applying for the Forensic Examiner position you have recently posted through CDFcompany.com/careers. While browsing the CDF Company webpage I came across your Digital Forensics page and found it quite informative. The techniques and services provided by CDF Company range across a wide and impressive spectrum. Aside from the variety of services provided, I was also impressed by the multitude of publications and case studies published which demonstrates how CDF Company is a leader in Digital Forensics and strives to be the best. With my skills and knowledge base I would be able to help facilitate this process and with my ability to adapt to different situations I would be able to prepare for a variety of cases.

During my studies at Champlain College, I have had the opportunity to hone my skills in computer forensics, networking administration and information security. With this knowledge I am able to operate in a Windows and Linux environment and comprehend various general law and business law principals. Inside the classroom I have committed myself to academic excellence. Outside of the class room, I helped set up the Department of Defense Cyber Crime Challenge at our school, which gave students the opportunity to work in teams and achieve the goals outlined by the challenge. My three years as a member of the Digital Forensics Association here on campus has helped connect students of different backgrounds into one team that functions as an inclusive and supportive group.

I am currently available for an interview scheduled at the convenience of CDF Company. I have attached my resume detailing my academic knowledge and my technical skills. I would appreciate the chance to discuss any possible opportunities within CDF Company and to provide you with further information.

Your time and consideration is greatly appreciated.

Curtis Jackson



➤ **Informational Interview Request:** [\(back to top\)](#)

EMAIL SUBJECT: Informational Interview Request

Dear Mr. Broadus:

I am a Computer and Digital Forensics sophomore at Champlain College. I am interested in learning about your experience in this field. As my coursework progresses I find my curiosity of and passion for the subject growing rapidly. Your company has an outstanding reputation. I am particularly interested in learning how you entered the field as a Forensic Examiner.

I am currently available to meet with you in person or over the phone at your convenience. I will contact your office early next week to schedule an informational interview. Please feel free to contact me at (802) 865-5462 or by email at champtechjobs@gmail.com.

Your time is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

Relevant Resources:

[Best-Practices for Crafting a Resume](#)

[E-mail Etiquette: A Quick Guide to Writing a Professional E-mail](#)

