

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Please accept my enclosed application for the position of GIS Technician at [XXX Organization]. With more than 4 years of experience in collecting and managing geolocation data, coupled with my educational background, I believe I am the ideal candidate for this role.

[XXX Company] has been in the forefront of using innovative approach to provide customised GIS applications and software to its clients. It comes as no surprise that your company has been listed in the Top 10 Promising Start-ups of the year. Your company’s ethical work culture and promotional opportunities will provide me an ideal platform to develop my career.

I have a proven work experience of collecting and managing complex GIS databases. In my current workplace, I am tasked with the following duties and responsibilities:

* Compilation of geographical information in different databases.
* Finding new ways to gather data such as surveys and other means.
* Research and verify geographical data.
* Updating the existing GIS database with new information.
* Developing maps with the help of available data and proprietary computer software.
* Compile reports using all available GIS and GPS data sources.

I have a strong analytical mindset that helps me to collect, interpret, and manage large amount of data. Furthermore, I am highly proficient in using different database management software. I believe I can be a valuable addition to your team.

I look forward to meeting you’re in person so that I can further explain how well I will be a fit in your organization. Thank you for your time and consideration.

Sincerely,

[Your Name]

**Robert Smith**

**GIS Technician**