

Resumagic.com: Cover Letter in Response to a Classified Ad

John Smith

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April 28, 2003

Mr. Frank Wilson
Director of Technology Services
XYZ Corporation
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

I am very interested in the Senior Software Engineer position advertised on your website as I believe that my background and qualifications are just what you're looking for. I matched my qualifications to those requested in your advertisement:

Eighteen years experience in software development and architecture. I have considerable experience developing client / server software for major corporate clients using the UNIX / Windows operating systems and C, C++, and PERL programming languages. I have single- and multi-threaded code development experience, as well as experience developing database and directory applications. For example, I developed CallCenter/6000, a highly scaleable client-server, UNIX based information server that integrated with all major IVR and PBX platforms and offered an MIS capability to monitor, track and analyze agent productivity for call centers.

Excellent analytical and problem solving skills. A significant part of my work history has involved acting in the capacity of on-site expert and lead developer specializing in finding solutions for clients with unworkable, incompatible or damaged systems. Currently, I am leading a 14-member team that has succeeded in significantly reducing the number of defects an application has and improving its overall performance by 80 percent.

Excellent communication skills. I am accustomed to leading and working within teams on diverse projects and interacting closely with clients, many of whom are well-known international corporations. These projects have required a high degree of team coordination and interaction to be completed on-time and within budget.

Master's degree in computer science or related field. I have a Master's of Science in Applied Mathematics from the University of Southern California.

I have enclosed a copy of my résumé, which gives you more specific information as to my background and accomplishments. I look forward to meeting with you in person to discuss my qualifications. Many thanks for your time and consideration.

Sincerely,

John Smith

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enclosure