

CANDACE A. SMALLWOOD

Campus Address:

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Permanent Address:

6000 Oakwood Lane
Sioux City, IA 51102
(712) 277-0000

Today's date

Mr. Jack Bean
Manager of Human Resources
Atlantic Coast Industries, Inc.
2900 Virginia Beach Boulevard
Virginia Beach, VA 23464

Dear Mr. Bean:

TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1.5 inches
- Pull key words/statements from the job description – justify that you possess those skills with examples.
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Keep a copy for your records.

Please accept this as my letter of application for the Computer Technician position that was advertised on October 10th with employment services at Old Dominion University. The position seems to fit very well with my education, experience, and career interests.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With a major in Computer Information Systems, I have training on mainframes, minicomputers, and microcomputers, as well as, with a variety of software programs and applications. My practical experience as a programmer and as a student consultant for system-users gave me valuable exposure to complex computer operations. Additionally, I worked as a Cooperative Education student in computing operations for a large bank where I gained knowledge of financial systems. I am confident that my experience, qualities, and skills will enable me to make a positive contribution to your organization. The enclosed resume provides additional information regarding my qualifications.

I would appreciate the opportunity to further discuss how I can best serve your organization. Please contact me at (402) 375-0000 to schedule an interview. Thank you for your time and consideration.

Sincerely,

←

Your signature here

Candace A. Smallwood

Enclosure