

January 14 20xx

2001 Odyssey Circle
West Long Branch, New Jersey 07764

Mr. William Yonker
President
MacroSystems Corporation
500 Sixth Avenue
New York, New York 10012

Dear Mr. Yonker,

I am applying for the web designer position that was posted in the Monmouth University Jobs Newsletter this week. I will be graduating from Monmouth this June with a Bachelor of Science degree in Computer Science. My academic background and my internship experiences make me ideal candidate for this position.

Your position requires skills in a many types of programming and software used in web design. This includes C, C++, Visual Basic and Java. I have extensive course work and lab experience with these programs. My experience as a trouble shooter for the Monmouth University information technology department also enhances these skills.

Additionally, I worked as an intern for Software International Corporation last summer. My experience as a department computer intern gave me exposures to both PC and Mac platforms, as well as a tremendous variety of software. The skills I developed using these programs would be a great asset in performing the duties for your position.

Please consider my request for a personal interview to discuss my qualifications. I will call you next week to see if a meeting can be arranged.

Sincerely,

Stanley Hall