

# Client Name

5555 Street Lane | City, ST 55555 | (555) 555-1234 | email@here.com

Date

Hiring Agent Name

Title

Company Name

Address

City/State/Zip Code

Dear \_\_\_\_\_:

I am seeking a challenging (omitted) role, and am submitting my resume for your review.

I am excited to build a rewarding career with your company, and am confident that my professional skills can help to achieve your objectives. I can offer experience in Computer Science, Web-Based Software Development, Database Administration, Programming, Data Analysis, Strategic Planning, and Trends Tracking, and am well-versed in Web Hosting Services, Web Page Development, Process Improvement, Automating Processes, Quality Assurance, Issue Resolution, and Schemas, among other areas.

To complement my background, please note that I attained a Bachelor of Science in Computer Science and a Bachelor of Business Administration (Management Information Systems) from the University of Central (State). I also achieved CompTIA A+ Certification in 2005 and CompTIA Network+ Certification in 2004.

Currently, as a Data Services Manager / Programmer for (Name) Holdings, LLC (d/b/a (DBA Name)), I expertly design forward-thinking database servers within an Oklahoma City location, including analyzing incoming customer data and converting for use by machines within a manufacturing environment, as well as designing and developing procedures and software for automating processes. Within this role, I also develop web-based software for internal users and customers, along with providing inter-office technical support for in-house software and commercial off-the-shelf software (e.g. Microsoft Office). I liaise among internal users (e.g. customer service, sales, manufacturing) to resolve key internal data-related issues, and lead design of new and / or modify existing database schemas for data-related applications, along with assisting in network setup / design, administering database server, and supporting technical department in R&D. As this is just a sampling of my job history, please refer to my enclosed resume for additional experience.

I look forward to speaking with you personally, as I believe the sum of these aforementioned reasons will prove me to be an incredible asset to your company. Thank you for your consideration.

Sincerely,

Client Name