

Margins = Moderate

Bold and Italic **name**

Name
Address
e-mail: your email

Current Date

Make sure that your email is blue and underlined

Dear Mr. Gilhooley,

I am writing to apply for the computer support position advertised in the *Oregonian*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

I have successfully designed, developed, and supported live use applications.

I strive for continued excellence and can provide exceptional contributions to customer service for all customers.

With an AAS degree in Computer Information Systems from Mt. Hood Community College, I have a full understanding of the role of the computer support specialist.

I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via my cell phone, 555-555-5555. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

All Paragraphs 6pt spacing before and after.

Sincerely,

FirstName LastName

Format Name: Font=Andy or Arial Black, Font Color = Red Access 2 Darker 25%

Check for spelling and grammar errors. Save File As....
Word Letter 1_YourName
Upload through WebCT in Assignment Section....Week 1 Assignment 1