

JOHN SMITH

Jan 1st, 2014

ATTN: Human Resources

Re: Retail/Sales Manager Application

Company Name

Dear Madam, Sir;

Please accept this letter as my application in response to the _____ position posted on January 1, 2014 on Monster (reference #9999).

You will see from my enclosed resume that I have over fifteen years of experience in customer facing software analysis and development, and over ten years with Microsoft .net framework based technologies. My specializations include C# development in MVC, .net classic web/asp.net, and WPF apps. I also have a strong grasp of MS-SQL and Oracle database technologies. I believe the knowledge and skills built up during this time make me the perfect candidate for the role.

Along with my work experience, I bring my Computer Science collegial diploma and a bachelor of commerce majoring in Management Information Systems. I am always improving my skill set by pursuing certifications in relevant technologies, which makes me adaptable and able to quickly learn new technologies.

I am confident that I can bring my portfolio and enthusiasm with me to your company and help _____ build upon their reputation as the leading _____. With my previous experience and qualifications, I will be able to start actively contributing to the business as soon as possible.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

JOHN SMITH

514-111-1111

xxx@nomail.com