

Bill Johnson

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NAME
COMPANY
ADDRESS
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I senior developer who has produced enterprise software solutions for more than 15+ years. My duties have included creation of proprietary software, managing architecture projects, and performing QA duties. Throughout my career, I have played a lead role in projects that cover a wide range of business functions and technologies. This background has given me the ability to learn new roles quickly and make an immediate impact. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Organization:** Establish goals and consistently meet or exceed them by setting priorities and managing time effectively.
- **Analysis:** Review all relevant data, identifying options for automation and process improvement.
- **Self-motivation:** Approach all tasks with a sense of ownership, responsibility, and commitment.

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

Bill Johnson