

Name

Address

City, State/Province Zip/Postal Code

Telephone • Fax

June 7, 1993

Kelly Grand

Costoso, Ltd.

143 Ninth Avenue, Suite 406

Anytown, KS 67116

Dear Kelly Grand:

I am interested in working as a Senior Programmer for your organization. I am an expert programmer with over 10 years of experience to offer you. I enclose my resume as a first step in exploring the possibilities of employment with Costoso, Ltd.

My most recent experience was designing an automated billing system for a trade magazine publisher. I was responsible for the overall product design, including the user interface. In addition, I developed the first draft of the operator's guide.

As a Senior Programmer with your organization, I would bring a focus on quality and ease of use to your system development. Furthermore, I work well with others, and I am experienced in project management.

I would appreciate your keeping this inquiry confidential. I will call you in a few days to arrange an interview at a convenient time for you. Thank you for your consideration.

Sincerely,

George Lambert