

NOTE: Your font, style and size should match your resume

Sam Sung

Carrollton, GA • (404) 123-5678 • ssung3@my.westga.edu

June 9, 2016

Mr. John Dolton
Director, Software Development
Think Tech Inc.
350 B Industrial Parkway
Douglasville, GA 30134

Re: Associate Software Developer Position, #408234

Dear Mr. Dolton,

I am writing to express my interest in your Associate Software Developer position currently posted on the University of West Georgia's online job listing site. After speaking with one of your human resources representatives, David Kilpatrick, at the university's career fair this spring, I believe I am well-suited for this position with my experience and education.

I received a Bachelor's of Science in Computer Science this April from the University of West Georgia (UWG). Throughout my education, I have taken steps to gain experience in my chosen field of development while at the same time maintaining a GPA of above a 3.8 each semester. My most recent experience comes from an internship with a local animal hospital, where I built both an app and a website from the ground up using JAVA and HTML. The website has a database as well, which I built and maintained. I also have experience using C++ and C# through class projects. My computer experience isn't just related to development: for over two years I worked as an IT Support Desk Assistant. There, I solved software issues, oftentimes reconfiguring computers or targeting frequent troubleshooting areas.

Elected President of the UWG Computer Science Club, I increased membership and presence around campus. My passion for technology shows in my work, my education, and my extracurricular activities. Because of my focus on my education, I was also inducted into the Upsilon Pi Epsilon Honor Society and remain an active member post-graduation. I believe that your main value, Innovation, is the key to surviving in today's technology-filled world.

I look forward to hearing from you regarding the Associate Software Developer position. Please feel free to contact me by phone at (404) 123-5678 or by email at ssung3@my.westga.edu.

Sincerely,

Sam Sung

Sam Sung