

229 Meadow Road
Phoenix, AZ 52345
April 29, 1999

Microlan Corporation
Suite 211, ATTN: HR
5345 Indiana Avenue, NE
Washington DC 20015

If you know name of person, write that here instead of "ATTN: HR"

Dear Sir or Madam:

In response to your ad in the June 25th edition of The Washington Post, please consider my résumé in your search for a Client/Server Architect.

As can be seen from my resume, I am an experienced Systems Integrator and Client/Server System Designer with a well-rounded background in Mathematics and Computer Science. My expertise is in designing and integrating client/server systems, and I have a full range of experience in the component technologies. These technologies include:

- Systems Analysis, with Structured and Object-Oriented Analysis
- Database application development with Sybase and Oracle
- In-depth practical applications expertise to include LAN 3.0
- Graphical User Interface (GUI) development
- Software and Hardware Systems Engineering
- Several programming languages including C and C++

A bulleted list may be preferred for listing certain skills for tech-related jobs

In addition to the above, I have extensive experience in Computer Network Design, Information Technology Project Management, and Selling Technological Concepts. I also have experience in training users/beginners, system operators, systems administrators, and network administrators.

I am currently working as a technical consultant on large client/server development projects. I seek an opportunity to support a team that markets the Microlan line. I am very interested in Microlan due to their corporate relationship with start up companies, offering them the opportunity to grow and develop. Plus, Microlan's market share continues to impress me.

If you have any questions, please feel free to contact me at hunt@aol.com or at (315) 555-4343. I look forward to hearing from you in the future.

Sincerely,

Sign your name here

John Doe

Encl.

Sign your name under the closure, consider using blue ink for purposes of originality