**Dennis Robinson**

 [Street Address], New York, NY 55900

Home: (555) 555-5555 Email: [Email Address] Cell: (444) 444-4444

**Today’s date**

Mr. Peter Parker, Human Resources Coordinator

Company name

Address, City, State, zip

**Re: Software Developer, Advertised in Geek’s Gazette**

Dear Mr. Parker,

Following the job posting for a software developer in this weekend’s edition of The Geek’s Gazette, I am attaching my resume for your consideration.

The ad states that you’re looking for a software developer who has expertise in using Ajax, JavaScript, Ruby on Rails, C, C++, HTML, and XML, which I certainly possess as well as familiarity with other computer languages.

In my current job at ABC Software Systems, Inc., I developed new software for clients according to their specific requirements.
I first met with clients and conducted a type of focused interview to clarify for both of us what exactly they wanted the software to do. I then planed the technical specs, write out the coding to ensure that the software runs as it should, and tested run the software to make sure that there are no bugs.

My job isn’t done until I installed the software at the office of the client and educate the client’s staff as to how to run it. Aside from using my creative and analytic hemispheres during the actual designing of software, I also employed my communication skills to understand the client’s needs the first time around to guarantee customer satisfaction.

I’d like to put my knowledge of technology at your service.

I would welcome your contacting me at your earliest convenience to arrange for an interview.

Sincerely,

**Dennis Robinson**

**Enclosed - Resume**