**Joshua Evans** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mr. Ed Jackson

ABC Company

Address, City, State, zip

Re: Software Engineer Position

Dear Mr. Jackson,

I’m replying to your ad for software engineer, and I would appreciate the opportunity to share with you my attached resume.

After attaining my bachelor’s degree in computer science from MIT, I specialized in software systems, development of advanced technological applications, and operational analysis.
I have created and customized software packages for companies such as yours and would be interested in demonstrating how my experience will be of great relevance to you.

During my four years of work for XYZ Solutions, I served as their senior software developer and led successful releases of software in each year.
In addition, I participated in team meetings and solicited feedback from team members and clients, analyzed the responses, and upgraded previous versions of software to reflect expectations.
I am certified as a Microsoft Certified Solutions Developer and an Oracle Certified Professional.

I would be very interested to apply my problem-solving skills, software fluency, and interpersonal communication skills to the software engineer position that your company is offering.

I look forward to hearing from you regarding this position and thank you for your time and consideration.

Please contact me if any other information is required and to set up an interview at a time convenient for you.

Sincerely,

Joshua Evans