**Don Porter** [Street Address] New York, NY 55900 | 123-456-7890 | [Email Address]

**Today’s date**

Mr. Chad Warren, Human Resources Director

Company name

Address, City, State, zip

**Re: web developer, advertised in Web-Gic Journal**

Dear Mr. Warren,

I am pleased to contact you and convey my strong desire to join your company as a web developer in response to your ad.

I include on my resume some of the websites I have designed and developed as a virtual portfolio and would appreciate your perusal of them to see a selection of the projects with which I have lately been involved.   
I harness my creativity to exceed the expectations of clients while still meeting deadlines and am searching for further challenges in this field. My experience with web design, content management, writing code, webpage layout, and multimedia programming will be at your service.

My technical expertise includes work with JavaScript and AJAX, animation, PHP Development tools, C#, CSS3, HTML, XHTML, XML, Photoshop, ASP.NET 3.5, VB.NET, and Visual Studio.NET.

I work on web platforms such as Dreamweaver, Joomla, and WordPress, and when necessary I develop my own customized platforms. I develop applications, troubleshoot, and debug, and incorporate customer feedback.

My technical skills and experience can enhance your company’s image and sales. I’d like to meet and continue this discussion in the near future.

Please contact me at [Email Address] or 123-456-7890.

Thank you in advance.

Sincerely,

**Don Porter**

**Attachment: Resume**