

Jeff Jones

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Mr. Mark Brainerd
Manager, Human Resources
First Thought Company
2001 Smithsonian Street
Washington, DC 00301

Dear Mr. Brainerd:

I am applying for the position of Programmer/Analyst I in your Engineering Services Department in the Atlanta printing facility. I am well aware of the worldwide respect the company has earned since its beginning in 1882, and if given the opportunity, I would strive toward maintaining that reputation.

I am currently a junior at the State University of New Jersey and will graduate in December 2008 with a Bachelor of Science degree in Computer Science. As part of my coursework, I received a thorough and in-depth education in C, C++, and JAVA programming languages. In addition to taking many programming courses, I have excelled in the setup, maintenance, and theory of computer networking and operating systems. I am also a member of the ACM (Association of Computing Machines) and attend local meetings on the future of computing. I enjoy the challenge of staying on the cutting edge of technology and have attended several company-sponsored training classes. In fact, my desire to maintain skills, knowledge, and experience in a competitive and dynamic environment was the driving force for pursuing a degree in the rapidly changing field of computers.

As outlined in my resume, my previous experience has required my working in a team environment as well as independently. These skills are vitally important in the position of Programmer/Analyst as one must understand the problem and interface effectively with people and computers in order to ensure that the most efficient solution is achieved.

I would appreciate the opportunity of an interview, at your convenience, to further discuss my qualifications and strong desire to work with your company. I can be reached at (801) 555-5555.

Sincerely,

Jeff Jones

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