

David Harris

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Marty Moore
Human Resources
XYZ Company
P.O. Box 55555
Madison, WI 77777

Dear Mr. Moore:

I wish to express my interest in and enthusiasm for the advertised software developer position with the XYZ Company. I have developed strong software development skills while working with mission-critical, online, transactional applications - most recently at the ABC Company.

For the past three years, I served as a software developer for the Finance Division at ABC Company, coordinating development for large-scale management information systems prior to rolling out enterprise applications, including .NET applications. I oversaw the migration from Test to Production environments and developed test plans that incorporated Quality Assurance standards and procedures to ensure that we placed only the most robust applications into production.

In addition to mastering the technical aspects of different jobs throughout my career, I worked collaboratively and communicated effectively with Information Technology (IT) units and business groups with diverse communication styles throughout project lifecycles.

Your company's reputation for building robust management information systems of the highest quality attracted me to the position. I believe I could make a significant contribution right away to your company with my strong software development skills and commitment to excellence. I look forward to meeting with you to discuss how my skills and talents could further the IT goals of the XYZ Company.

Sincerely,

David Harris