

# Operator 0340

## Computer Programmer

Operator 0340,  
Somewhere over the rainbow  
Oh, what a wonderful wonderland!

Prospective Employer  
Recruiting Office  
A Company  
Somewhere  
Under the rainbow

Dear Prospective Employer,

Express your reason for interest. What first attracted you to this company and to this particular position? Why do you feel like you should work there and what do you hope to achieve through your employment? Convey your enthusiasm at the prospect of obtaining the position.

State your qualifications. On the other hand, why should the company choose you? What skills can you offer them, and what separates you from other candidates? This includes more than just work qualifications, how can your personality traits or other attributes be of potential use to the company?

Remember that even though your writing for a company, a human being will read this letter. Try to avoid being overly professional, otherwise the content will come off as dry. Your professional attributes are listed in your resume. Don't repeat them here, remember the goal is to tell the company *why* they should want to work with **you** and *who* **you** are as person.

Good luck finding your dream job,

Operator 0340