

Chase Stewart
cstew-s300@chusd.org
335 E. Icy Lane, Fresno, CA 93722
559.555.1234

Mrs. Joan Smith
The Wigit Co.
341 Company Rd.
Palo Alto, CA 94301
555.555.6565
jsmith@wigit.com

Dear Mrs. Smith,

My name is Chase Stewart, and I'm grateful for the opportunity to apply for the open role at your company. After reviewing your job description, it's clear that you're looking for a versatile candidate to handle the varied responsibilities associated with this position. Given these requirements, I am confident that I can meet and exceed all expectations.

I am a highly motivated individual who has consistently demonstrated a strong work ethic and determination. Throughout my experiences, I have developed a solid foundation in web design and basic programming. I have had the opportunity to work in a similar environment where I learned key skills such as "worked in a web application firm". These skills, along with my passion for technology, make me an ideal candidate for this role.

After reviewing my resume, I hope you will agree that I am the type of skilled and resourceful candidate you are looking for. I look forward to elaborating on how my unique experiences and abilities will contribute to the success of your organization. Please feel free to contact me at 559.555.1234 or via email at cstew-s300@chusd.org to arrange a meeting time.

Thank you for your time and consideration, and I look forward to hearing from you soon.

Respectfully,
Chase Johnson