

# William Harvard Weiskopf, IV

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14607 West 62nd Avenue • Arvada, Colorado 80004 • Phone: 720-891-8807 • Email: [wweiskop@mines.edu](mailto:wweiskop@mines.edu)  
[www.worldwidewilly.net](http://www.worldwidewilly.net)

August 9, 2010

Ms. Serena Stickney  
1700 Maple Street  
Golden, CO 80401

Dear Ms. Stickney,

Please consider me a candidate for the position of Alumni Association Data Specialist. My enclosed resume details my computer and interpersonal skills. My experience in dealing with a range of people has prepared me well for working with the alumni and their records. After many hours spent with HTML and all range of software, I am well equipped for working with your data in a critical manner. Along with my skills, I offer both my enthusiasm and dependability.

I eagerly look forward to meeting with you and hope that you will have time to speak with me. Should you need any further information in the meantime, please feel free to contact me at 720-891-8807 or by email at: [wweiskop@mines.edu](mailto:wweiskop@mines.edu).

Thank you for your consideration.

Sincerely,

William H. Weiskopf, IV