

Garrett Griffith

April 2021

To My Future Manager,

My name is Garrett Griffith. I am graduate of the University of Texas at Austin, and I am currently employed as a technical writer at the software company, cPanel.

I am a team player, who can get the job done on time, the first time. I am personable and easily get along with.

I have extensive work experience, I am constantly developing skills in strong communication, user experience, product design, and how to think outside the box.

If you want a candidate who has analytic / problem solving skills coupled with a strong work ethic (can do attitude / hands-on / do the job right the first time), I can fill that role. I am looking for a remote position at a company I can call home, where I can grow and develop my professional skills.

I appreciate your time in reading this cover letter and I look forward to meeting with you in person.

Sincerely,

Garrett Griffith

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