Keith Shannons

Diligent **senior software engineer with 10 years of experience in business applications**. Eager to join Austen Tech to build out-of-the-box solutions for regional clients. Skilled in developing plans, managing projects, and user documentation.

22 Faubourg Saint Honoré
Paris, Île-de-France 7918
123-456-7890

hello@reallygreatsite.com
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SKILLS AND PROFICIENCIES

- Java, HTML, CSS, jQuery, PHP, SQL
- Teamwork, multitasking, and attention to detail
- Software and web development

LANGUAGES

- American English (Native)
- French (B2 Certificate)
- Spanish (B1 Level)

WORK HISTORY

Senior Software Engineer
Heiman Software Labs | Aug 2017 - Present

Provides direction for applications in development. Researches and develops new ways to improve development process. Mentors Junior Software Engineers.

Junior Software Engineer
Heiman Software Labs | Jun 2011 - Jul 2017

Developed, installed, and configured internal applications, as well as new application releases into test and production environments.

Software Engineering Intern
Berou Solutions, Inc. | Sep 2010 - Mar 2011

Completed six-month undergraduate trainee program. Developed a cloud-based human resources information system, consolidating employee information from various databases and servers.

EDUCATIONAL BACKGROUND

Master of Software Engineering
De Loureigh University, Venston Bay | 2014
Heiman Software Labs Scholar

Bachelor of Science in Computer Science
De Loureigh University, Venston Bay | 2011
Graduated with honors

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July 27, 2025

Daniel Gallego
Recruitment Specialist
Austen Tech

123 Carriers Road,
Cresselly Pembrokeshire
AB12 0AB
United Kingdom

Dear Mr. Gallego:

A cover letter is a three- or four-paragraph document to an employer explaining your interest in a specific job. It's a one-page letter that is usually attached to your resume. This letter should also highlight your fitness for the advertised role.

Writing a cover letter as a mid-career professional is a bit different. But first, start with how you found out about the career opening and why you're interested in the job position. Be specific: use the correct names and titles.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal.

Next, provide examples of why you're the right person for the job.
- Don't hesitate to use bullet points and include numbers that showcase your achievements.
- Rather than simply describe what you've done in previous jobs, show the recruiter or hiring manager what you can bring to the role.
- Express your passion and excitement to be part of the company and the team.

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention, and let them know that you look forward to hearing from them soon.

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter. Good luck on your job search.

Yours sincerely,

KEITH SHANNONS