

December 15, 2015

Mrs. Jane Smith  
Recruitment Officer  
Say Media  
428 SW 4th Avenue  
Portland, OR 97204

Dear Mrs. Smith,

I am writing to express interest in the Full Stack Software Engineer - CMS position at your Portland, Oregon location. I learned about your company at the fall engineering career fair at Oregon State University, which caused me to go to your website and search your job listings. I am interested in this position because I am interested in web development. I am also very interested in open source, and I am glad to see that Say Media contributes to open source projects. I will be graduating with a B.S. in Computer Science from Oregon State University (OSU) in June 2016, and I would like to be considered for this position. I have included a comparison of your requirements and my qualifications below. I have also included my resume for a more information on my qualifications.

Requirements:

- 3+ years software engineering experience  
I have 3 years of experience working in web development for both Central Web Services (CWS) at OSU, as well as at the OSU Open Source Lab (OSL).
- Experience in Javascript, Node.js, Angular, and HTML5  
I am a developer for the Timesync time tracking API, which is written in Javascript and Node.js.
- B.S. Computer Science or equivalent experience  
I will be graduating from OSU with a B.S. in Computer Science in June 2016.
- Good understanding of CMS systems, able to evaluate CMS trade-offs  
I worked with Drupal in both the front end as well as building modules for it.
- Able to work onsite in Portland, OR  
I will be able to relocate to Portland after I graduate.
- Experience in object oriented programming and architectural design patterns  
Several classes that I have taken at OSU focus on object oriented programming.
- Experience working in a company environment involving a product management organization, architects, development, and customer-facing support  
The organizations that I have worked for are teams that are under the umbrella of OSU. My positions have been focused on development.
- Track record of documenting work and developing specifications  
The majority of the projects at the OSL are planned out before development begins, and

documentation is to be updated before the code is.

- **Bonus: experience in Python**

I have extensive experience working with Python in both a framework such as Django as well as writing independent programs.

**PARAGRAPH TWO:** Indicate why you are interested in the position, the company, its products, services - above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application which summarizes your qualifications, training, and experiences. The purpose of this section is to strengthen your resume by providing details which bring your experiences to life.

**PARAGRAPH THREE:** Request a personal interview and indicate your flexibility as to the time and place. Repeat your phone number in the letter and offer assistance to help in a speedy response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Alternatively, state that you will call on a certain date to set up an interview. End the letter by thanking the employer for taking time to consider your credentials.

Sincerely yours,

Megan Goossens