

Dear Hiring Manager,

Please consider my application for employment. Allow me to briefly explain why I am qualified:

As a **Software Engineer**, I apply the principles and methodologies of software engineering. I design, develop, maintain, test, and evaluate computer software.

As a **Software Analyst**, I analyze software applications, prepare software requirements, and specification documents. I am a liaison between software developers and software users.

As a **System Administrator**, I am responsible for the upkeep, configuration, and reliable operation of computer systems. I ensure that the uptime, performance, resources, and security of the computers I manage meet the needs of the users, without exceeding a set budget.

I possess a bachelor's degree in computer engineering and while in college, I completed an internship to gain firsthand experience working as an analyst. I understand and can solve complex problems that often occur in this line of work such as functionality issues and problems with user interface. I am familiar with the terminology used and I can stay current with the changes that take place.

I have acquired the skills and training needed to work with the developers and programmers by reviewing specifications and testing programs used to develop computer software to ensure the product meets the desired requirements. I also can write documentation on how to use the software in a way that users can understand and to provide internal documentation that includes all test results, feedback, any changes made and the final agreement to complete the product.

I am very detail-oriented and I can stay alert and focused on my work even when things around become hectic. I am self-motivated, so I can stay on track and meet my goals even when working in solitude. I have the experience, training and skills to maintain quality and to help keep projects moving forward according to schedule.

This type of technology has always fascinated me and I find a career as a Software Engineer, Software Analyst, and System Administrator to be very rewarding. I am looking forward to meeting with you in person to discuss this position in more detail.

You can reach me for an interview by calling (901) 443-1844.

Respectfully,

Melanie Williams

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