

# <KEITH SHANNONS>

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

hello@reallygreatsite.com  
www.reallygreatsite.com  
@reallygreatsite

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.

## PROFESSIONAL EXPERIENCE

---

### Senior Software Engineer

Heiman Software Labs  
August 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  
June 2011 - July 2017

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

### Software Engineering Intern

Berou Solutions, Inc.  
September 2010 - March 2011

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

## EDUCATION

---

### 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

## SKILLS & 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)

## </SOFTWARE ENGINEER>

# <KEITH SHANNONS>

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**