

Aditya Dutta

7616 Darcel Avenue, Mississauga, ON, L4T 2Y1
Tel: 647-535-8632 / Email: aditya.dutta10@gmail.com

January 1st, 2018

Hiring Committee
Name of the company
365 Bloor Street East, Suite 5555,
Toronto, Ontario M4W 3L4

Dear Sir / Madam:

Subject:

Please accept the attached resume for the position of the (position) within your esteemed organization, as recently advertised on _____ website and referred by my Professor, Meena Dowlwani of Humber College. I am very interested in this position and believe that the combination of my programming skills, consulting experience, IT education, and business sensibilities would serve your team well in this position. (these skills can be customized based on the job description)

Along with my ____ degree, I have recently graduated from Humber College's _____ with additional certifications in _____. The key strengths that I possess for success in this position include (once again can be changed based on JD):

- Successfully designed, developed, and supported live use applications
- Strive for continued excellence
- Exceptional contributions to customer service for all customers
- Working with multi-disciplinary clients in a performance based system with a proven track record of meeting deadlines and outcomes.

I trust you would find me to be well spoken, energetic, confident, and personable, the type of person on whom your team can rely. I greatly appreciate you taking the time to review my credentials and experience and look forward to meeting with you to further discuss my suitability for the position. I can be contacted at 647-534-8632.

Sincerely,

Aditya Dutta