

Daniel Walker McDonald
16 South St.
Grafton, MA 01519

October 25, 2018

Mr. Employer, President and Founder
Technology Company, LLC
1 Main St.
Boston MA 02101

Dear Mr. Employer:

I understand that you have a cooperative education position available and I would like to be considered for the job. I am currently a Junior at Blackstone Valley Tech majoring in Information Technology and I am confident that my vocational skills and my passion for computer science and programming are a great match for this position.

Please note that I am a three Dimensional thinker and a natural planner, which are qualifications I could put to very effective use in your workplace. I would also bring to the job a broad range of skills that I have learned at BVT. Some of these include programming, networking, and computer repair.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 508-887-1290 or by e-mail at dwalkermcdonald@gmail.com. I have enclosed my resume for your review.

Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Daniel Walker McDonald

Enclosure