

Dear Sir or Madam,

I would like to express my interest in the [blank] position at [company]. I am a Information Science graduate with a focus on designing and implementing databases. I believe that my skills and experience would make me a strong candidate for this position.

Please feel free to contact me with any questions or inquiries at my cell phone at 479-561-9530 or my personal email at cktran@ualr.edu. I look forward to speaking with you soon.

Sincerely,

Charlie Tran