7241 SW Cannock Chase Road

Topeka, KS 66614

Phone: (785) 260-1053

aaron.barranco1997@gmail.com

Today’s Date

Company Name

Address 1

Address 2

City, ST, Zip

Dear Hiring Manager:

I read with interest your posting for a Job Title position on the Company Name employment website. I possess the necessary technology skills and work experience you are seeking and would make a valuable addition to your team.

Higher education in Computer Information Science has allowed my knowledge of technical development to improve as I have completed CIS courses as well as connected with students along the way. While being well versed with many software suites such as Microsoft Office and individual applications, you will see the efficiency of accomplishing many tasks revolved around problem solving.

As my resume indicates, I possess experience in the technology and financial field. My professional history includes positions such as a Systems Operator and Account Services Representative. With the ability to focus on the clients’ needs at hand, I can deliver my best service for your company and improve overall efficiency.

You will find my attached my resume for your review, and I look forward to speaking with you further regarding your available position. You may contact me anytime during normal business hours by phone at (785) 260-1053 or by e-mail: [aaron.barranco1997@gmail.com](mailto:aaron.barranco1997@gmail.com).

Sincerely,

Aaron Barranco