

Dear Sir or Madam,

The nature of my degree course has prepared me for this position. It allows me to handle the steepest learning curves in record time when it comes to software application, and understand the logic behind the software.

I am a fast and accurate typer, with a keen eye for detail. I am able to take on the responsibility of this position immediately, and have the enthusiasm and determination to ensure that I make a success of it.

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours sincerely

Phillip Jie