Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume, and three references.

The opportunity presented in this listing is very appealing to me, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

* I have successfully designed, developed, and supported live use applications.
* I strive for continued excellence.
* I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a full understanding of the full lifecycle of a software development project. I also have experience in learning and excelling at new technologies as needed. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

*Signature*(for hard copy letter)

John Donaldson

Sample Email Letter of Application

**Subject:** FirstName LastName - Web Content Manager Position

Dear Contact Person:

I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused health-based content sites.

While much of my experience has been in the business world, I understand the social value of this sector and my business experience will be an asset to your organization.

My responsibilities included the development and management of the site's editorial voice and style, the editorial calendar, and the daily content programming and production of the website.

I worked closely with healthcare professionals and medical editors to help them provide the best possible information to a consumer audience of patients. Also, I helped physicians learn to utilize their medical content to write user-friendly, readily comprehensible text.

Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements, work with the development department to implement design and functional enhancements, and monitor site statistics and conduct search engine optimization.

Thank you for your consideration.

FirstName LastName  
Email Address  
Phone Number