February 6, 2019

Ms. Renee Johnson

Barton Data Processing Company

2104 Parkside Avenue

Erie, PA 16507

Dear Ms. Johnson:

This letter is my application for a position with your company. I am in my senior year at the Erie County Technical School and I am enrolled in the Computer Programming class. My school curriculum includes computer programming coding classes, Oracle and SQL database oriented classes, web page creation, and Microsoft Office instruction in Word, Excel, and Access.

I am reaching out to you because I am interested in obtaining a part time CO-OP position at your company as an entry level computer programmer, web designer, or Microsoft Office Specialist.

I have enclosed my resume which will give you all the pertinent facts about my education and work experience to date. I feel that my education over the past two and a half years, at the Erie County Technical School, qualifies me for an entry-level position at your firm.

Although I do not have a great deal of work experience, I would welcome an opportunity to work in the field of data processing at your company.

I am enclosing my resume for your review, with the expectation that you may have an opening with requirements that match my qualifications. If so, I would appreciate hearing from you at your earliest convenience.

Sincerely,

Gabriella Clemente