

Ahmet Boi
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August 15, 2020

Hüseyin Bey
Times Union
87 Delaware Road
Hatfield, CA 08065

Dear Hüseyin Bey,

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

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

I have successfully designed, developed, and supported live-use applications.

I strive continually for excellence.

I provide exceptional contributions to customer service for all customers.

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

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 555-555-4123.

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

Sincerely,

Ahmet Boi (signature hard copy letter)

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