

**JAY HARRIS**

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Dear Sir/Madam

This letter is to introduce myself and to let you know of my interest in becoming a part of your company. The enclosed resume will furnish you with information concerning my overall employment background, training, education and skills. My work abilities are backed up with experiences and knowledge. I assure you that I can successfully fulfill any obligations requiring of any responsibility upon your company.

I have a strong academic background and a proven track record of bringing value to a business, as well as possessing valuable customer facing skills and an agile technical mind that is able to come up with innovative technological solutions to seemingly intractable problems. As you will note, I am highly qualified with a Bachelor of Arts and Science, Major in Computer Science and possess a great deal of theoretical and hands-on expertise in many areas. Furthermore, I also possess extensive IT skills including expertise in a variety of packages. Moreover, I have a natural capacity to quickly resolve technical problems via extensive troubleshooting skills.

I am able to comply with all relevant technical standards, and have a proven track record of delivering all specified project outcomes on time, within budget and to the quality required. My other skills include but are not limited to,

- Familiarization with each stage of the software lifecycle.
- Knowledge of modern analysis and design methodologies.
- Having a client focused approach to service delivery.

I enjoy nothing more than big-picture, forward thinking but am also very analytical and thorough in developing work plans and strategies. I am very much a team player and thrive in a stimulating and dynamic environment.

In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, by becoming a valuable asset for your organization. I would welcome the opportunity to discuss my application in more detail with you. Thanking you for your consideration. I look forward to hearing from you. Thank you,

**Sincerely,**

Jay Harris

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