2514 Elliott Ave. New Albany, IN. 47150

05/28/2013

Dear Human Resources,

I am seeking employment with your company.

I am proficient in computer networking and usage. I obtained my A+ Certification in High School and Graduated with Technical Honors. I am a hard worker, I can work with little to no supervision, and I have consistency in my work history. I have experience with multiple computerized devices. I have customer service experience through my previous position in the fast food and retail industry. I also have inventory and stock experience in retail. I belief I would be a valuable asset to your company.

According to my assets and abilities I belief I can fulfill this position to the fullest and I am eager to meet with you in the near future. Thank you for your time and consideration on this matter and I look forward to hearing from you.

Sincerely,

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Jesse Richards