October 15 ,2015

Manager

Cybertech Company

Banilad Cebu City

To Sir / Ma’am:

Your advertisement in your company needs for an IT programmer who is proficient in programming skills, computer literate, and with pleasing personality. I sincerely believe that I met your requirements for the position.

I am Fejie S. Fariolen, a fresh graduate of Bachelor of Science in Information Technology at AMA Computer Learning Center (ACLC), this March 18 ,2015.

I consider my proficiency in both programming and system analysis, and my leadership skills as my assets were honed in my capacity as the Leader of the Developer Team of my internship in INNODATA XML. I am hardworking, efficient, and highly driven, and I am willing to undergo training to further improve my capabilities.

For your evaluation, I have enclosed my resume which includes my special skills, training and accomplishments and awards as a student, and a photocopy of my official transcript of records for evaluation. Should you wish to ask about my personal traits and capabilities, I have also included a list of references for you.

I am very much willing to come over for a personal interview with you anytime.

Best Regards,

Fejie S. Fariolen