pendyalakirit@gmail.com

May 28, 2020

RE: Software Engineer, [Ref#], [Date]

Dear HR,

Throughout my career, I have contributed to positive business results through effective organization, prioritization, and follow-through of key organizational projects. My strengths and qualifications are an ideal match for the Web Developer requirements and will bring immediate value to Google.

In my former Web Developer role, I exercise a calculated and methodical approach to problem solving. While I am independently motivated, I appreciate collective efforts and collaborate productively within group settings. Moreover, I am competent in programming and web development with proficiency in layout design.

This opportunity is especially exciting as my professional goals align with Google’s mission and values. Further, my critical thinking, innovation, and problem-solving abilities will serve to support your continued organizational efforts. To illustrate the scope of my career history and professional competencies,

please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,

Kirit Kumar Pendyala