**Conan Tran**

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January 2, 2020

Employer Name

Address-1

Address-2

Re: [Job Title]

Dear Hiring Professional,

Your need for a [Job Title] as advertised on [Name of Employer Website or Name of Job Board] is an excellent match to my skills, experience, and career objectives. I am a highly motivated Senior Software Engineer, recognized by peers and leadership for passion, dedication, exceptional analytical and programming skills, and ability as a team leader, motivator, and technical project manager.

I am recognized for my ability to set-up procedures and processes that enable other developers and users to follow easily. I offer extensive experience in developing innovative, customized solutions to meet changing business requirements across diverse industries and drive continuous process improvement. My collaborative approach with cross-functional teams of program managers, product marketing managers, architects, test engineers, and technical writers ensures compliance with all requirements for release

The following highlights from my enclosed resume demonstrate the absolute value I can offer to [Employer Name] in this new role:

* Won multiple team awards for different programs, based on my ability to work cross-functionally with product stakeholders to understand requirements.
* Provided a version of the Design Studio Application that made it easier for internal and external customers to analyze and fine-tune conductive finger signals in real-time and improved performance 60%+, eliminating other versions.
* Re-architected and rewrote an error-prone system software suite that consisted of many MS-DOS scripts that were not scalable and hard to maintain, using MS.Net and C#.

Thank you for reviewing my qualifications for this position. I would like to discuss how my ability to work cross-functionally with product stakeholders, produce applications that meet customer needs and providing software applications that are scalable and error-free.

I would appreciate the opportunity to discuss how I can contribute to [Employer Name]’s continued growth. I look forward to our conversation!

Sincerely.

Conan Tran

Resume Enclosed