

Tina Nguyen

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(608) 555-0347, tnyugen@alcona.net**

March 16, 2016

James Washington
Madison Staffing Services
600 East Washington Avenue
Madison, WI 53701

Dear Mr. Washington:

I am seeking a position in which I can use my computer and communication skills. My education, outlined on the enclosed resume, includes a Business Software Applications Specialist certificate from Madison Area Technical College.

With a permanent position as my ultimate goal, I hope to use your staffing service to secure a temporary job. I can be available for a flexible number of days or hours and am willing to work in a variety of businesses and organizations.

As my resume illustrates, I have excellent computer skills. I was an honor student at Madison Area Technical College and have outstanding references. In addition, I has part-time work experience as a receptionist, where I performed the following computer activities:

Microsoft Access	Queried inventory data
Microsoft Excel	Entered budgeted data
Microsoft Word	Created and mailed form letters

You can contact me by e-mail at tnyugen@alcona.net or by telephone at (818) 555-0837. I am available for an interview at your convenience.

Sincerely,

Tina Nguyen

Enclosure

Cover Letter