**Tina Nguyen**

**1776 Atwood Avenue, Madison, WI 53704**

**(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 tnguyen@alcona.net or by telephone at (818) 555-0837. I am available for an interview at your convenience.

Sincerely,

Tina Nguyen

Enclosure