Matthew Sah

Apt #6 4421 Chestnut Ridge rd, Buffalo, NY 14228 · 716-275-4743 · msah@buffalo.edu

November 2, 2019

{Company Name}

Dear HR Manager:

With a Bachelor’s Degree and Master’s Degree in computer science, numerous years of hands-on experience creating and implementing software applications, and the ability to troubleshoot and solve problems in a timely and accurate manner, I confidently express my interest in your posting on LinkedIn for an experienced software engineer.

I have been involved in numerous large-scale software releases and understand the importance of time management and open communication. While it may be easy to focus on the technical side of work, I’ve found that being able to express concerns, roadblocks, and alternative solutions to colleagues of varying technical backgrounds has been invaluable in my professional development.

Over the course of my career as a software engineer I have:

* Become a certified Software Development Associate and Professional.
* Led two successful software releases as the Java, team leader.
* Increased team efficiency by implementing Agile methodologies.

I truly believe in continued education and research and continue to seek new software and methods to assist with product development. I hope to bring my knowledge, and future knowledge, to your organization.

Attached is a copy of my resume that further explains my background and technical skills. I can be reached anytime via my cell phone, 555-555-5555 or via email at name@email.com. Thank you for your time and consideration. I look forward to speaking with you more about this opportunity.

Best regards,

Sherry Applicant (signature hard copy letter)

Sherry Applicant

Frances Applicant

6 Kent Street, Warren, MI 48088 · H 555-555-5555 · H 555-123-4567 · [frances.applicant@email.com](mailto:frances.applicant@email.com)

Superior knowledge of computer systems, design, and analytical projects, along with first-hand experience with all phases of product development lifecycle.

**Education**

Master of Science, **University of ABC**, Dearborn, MI   
Anticipated May 20XX

Major: Computer Science

Bachelor of Science, **University of ABC**, Ann Arbor, MI   
May 20XX

Major: Computer Science

**Experience**

Software Engineer, **Varys**, Detroit, MI   
June 20XX - Present

* Analyze, troubleshoot and solve problems in a timely and accurate manner.
* Produce automated test scripts and define environments to conduct test activities
* Extend SDK functionality to new platforms and partners.
* Write clear, concise, and thorough specifications and documentation.

Software Engineer - Intern, **Summit Technology**, Detroit, MI   
December 20XX - May 20XX

* Designed and implemented algorithms for indexing and searching documents.
* Worked with team members to investigate design approaches and evaluate feasibility.
* Developed software architectures and designs based on product requirements.
* Helped improve the reliability and efficiency of Summit’s core systems.

**Technical Skills**

**Languages:** C++, Java, C#,Net, JavaScript   
**Applications:** MS Visual Studio, Eclipse   
**Application Server**: JBoss, Tomcat   
**Operating Systems:**Windows, Unix, Linux   
**Database Systems:** SQL Server, MySQL, Ingres

Karl Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · [karl.applicant@email.com](mailto:karl.applicant@email.com)

**EXPERIENCE**

**Computer Company, Software Engineer**   
August 'XX - present

Software Engineer. Duties include developing current release using C++ and Java; assisting in design of next release (J2EE); traveling to standard meetings at SNIA SMIS-S to represent Company Soft Manager; traveling to SNW, a semi-annual consumer conference, to showcase product; and working closely with new developers in India Tech Center.

**Computer Company Training Program**   
June 'XX - August 'XX

Member of the Computer Company Bootcamp program, an intensive three-month training program for choice software engineers. The program covered advanced topics in software engineering, SQL, C++, J2EE, XML, Windows 2000 Server, Unix, UML, and various company products.

**Consultant**   
January 'XX - June 'XX

Consultant for high school in the outer Boston area. Tutored the programming instructors for the AP programming class in the Java programming language. Helped to set up development environment for the classroom.

**Company Inc, Software Engineer CO-OP**   
January 'XX - September 'XX

Developer. Worked on new functionality in the 7.0 release of the Company Dynamic Sourcing Engine. Developed in C++ in Unix and Windows Visual Studio. Also worked on a solo project to add multithreaded capabilities to Company's engines.

**TECHNICAL SKILLS**

* **Languages:**C++, Java, C, ASP.NET, SQL
* **Applications:**MS Visual Studio, Eclipse
* **Application Server:**JBoss, Tomcat
* **Operating Systems:**Windows, Unix, Linux
* **Database Systems:**SQL Server, MySQL
* **Certifications:**CCNA, Unicenter Certified Engineer

**EDUCATION**

**ABC College**, Troy, NY, May 20XX   
Major: Computer Science, Minor: Management

**ACTIVITIES**

**Brother of Delta Chapter of Delta Chi Fraternity**

- President (January 20XX - May 20XX)   
- Scholarship winner at Delta Chi Leadership Conference

**Member of College varsity football team (Sept. 20XX - Dec. 20XX)**