Clara Scofield

Sales Manager

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816-401-1892

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4/8/20

Oscar Harris

General Manager

Canton & Litman

907 Better Street

Kansas City, MO 66101

Dear Mr. Harris,

I am submitting my resume for the position of Software Engineer. With a bachelor’s degree in computer science, more than 4 years of experience designing and implementing software and numerous voluntary certifications, I am confident that I would be a strong asset to Trinity Technologies.

My professional experience includes overseeing team projects, designing software, analyzing data and solving complex problems on a daily basis to ensure a high level of quality for the software I help to create. I have been involved in several major software releases, and have learned that in order for a software release to be successful, the development team’s raw technical skill must also be accompanied by efficient coordination and open communication.

The following are some highlights of my qualifications and experience:

Earned a bachelor’s degree in computer science from Stanford University

Progressed through consecutive positions as a Trainee, Junior Developer and Technical Team Leader with increasing levels of responsibility

Became certified as an Microsoft Certified Solutions Developer (MCSD), Project Management Professional (PMP) and Oracle Certified Professional (OCP)

Participated in two successful software releases as a Junior Developer

Led three successful software releases as a Technical Team Leader

Increased team efficiency and reduced wasted time by learning and implementing Agile methodologies which were later adopted company-wide

I hope to bring my passion for extraordinary software, knack for problem-solving and superior communication skills to the Trinity Technologies team.

Thank you for your consideration. I look forward to speaking with you further about this opportunity.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your name

clarazscofield@gmail.com