

Dear Hiring Manager,

I believe I have the skills, work ethic, and ingenuity to be an asset to any company. I am willing to consistently arrive on time, stay on task, and meet deadlines. I enjoy problem solving and can keep a cool head while dealing with difficult or frustrating issues. I am easy going, a hard worker, detail oriented, and I get along with everyone.

I have gained experience with software engineering and programming in C, C# and C++ throughout the course of my studies. I am also knowledgeable in circuitry and hardware which is the emphasis of my coursework in the computer engineering program at Utah Valley University. I am currently a senior in that program.

I am skilled in the use of computers for the purposes of communication, word processing, spreadsheets, presentations and other business tasks. I am a meticulous individual by nature and assure that things are done correctly and in a timely manner. I am a self-starter and can stay on task with minimal supervision as well as go the extra mile and see what else needs to be done that may be unassigned. I work and collaborate well with others.

I am a people person. I am a great listener and my background in customer service and sales is a testament to my social skills. I have been successful in several customer-facing positions and have dealt with consumers and business in my sales efforts. Ecclesiastically, I have had responsibilities that have helped me become an empathetic individual.

On paper, I'm sure I may seem very similar to other candidates. I can however assure that I am a cut above. I am a hard worker. I am a rapid learner. I am a contributor to positive company culture. I can fulfill roles additional to my title. I go the extra mile. I continuously learn and add value to my skillset. I am an individual of character and utmost honesty. I am generally a humble person, but I can attest to possessing these qualities. My references can attest to the same, they have told me as much as I have worked with them. Most of all, I will commit to being what my employer needs me to be and much more.

Sincerely,

Wade Colby Roundy
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