(how long). The languages that I can write in are (list what languages you can use confidently and rate any that you only know at a basic level).

I enjoy working in IT and especially with software and I am always interested to learn new skills. I feel that I have a good all round mix and have spent a lot of time working with my clients to ensure that they end up with the product that they set out to achieve. I get a real sense of achievement in reaching the end of a project and seeing new software I have developed go live.

I am very hard working and enthusiastic, I work primarily on my own through concentration periods when writing software but I also work as part of a larger team and I enjoy this.

Please find enclosed my up to date CV, should you have any questions, please do not hesitate to contact me and I will be happy to answer any questions that you may have.

Thank you for taking the time to read my letter and CV and I look forward to hearing from you.

Yours sincerely

NAME SURNAME

Dear [Insert name here],

Job Application for Software Developer

Having read your recent advertisement for the vacancy of Software Developer at your Head Office address, I write to apply for the post.

After 5 years of experience working in a similar role I have had the opportunity to demonstrate excellent initiative working within a busy team, have a high attention to detail and the ability to work well within a team. I consider these are all vital skills required in order to undertake the tasks and duties outlined in the job description.

I note that your business strives to be the most successful in your field, and for that reason I would truely be grateful for an opportunity to have an interview to discuss my experience and how I can fit in to your company.

I enclose a copy of my current CV for your consideration and hope that I will hear from you soon.

Yours sincerely,

[Insert Name]

Dear Mr. Cohen:

While researching on your website, I found the opening of software engineering internship. After reading your job description, I found a close relation between my skills and your requirements. I am currently pursuing my Master’s degree in Software Engineering and would like to contribute efficiently to your software engineering department.

I would bring the following attributes to Bosch in the role of a Software Engineer Intern:

❖ Demonstrated ability to design and implement features in existing and new products  
❖ Adept at writing well-structured and easily maintainable code using Java, J2EE, C#, VB.NET  
❖ Competent at working with clients, support, and QA teams to resolve bugs and support issues  
❖ Well versed in providing detailed feedback on documentation and test plans for features  
❖ Great logical, debugging and reasoning skills  
❖ Passion for providing quality solutions

As a proactive and enthusiastic individual, I would welcome an opportunity to discuss my software engineering capabilities with you. I will get in touch with you after two weeks to set up a date of interview and to see if you require any additional information. In the meantime, I can be reached at (000) 154-2342.

Thank you for your time and consideration. I look forward to meeting with you soon.

Sincerely,

(Signature)  
John Doe

Enc. Resume

=====================================================================================  
Dear Sir/Madam:

I would like to apply for the position of an entry-level programmer or as an intern Web Developer at your company, my name is Jone Jones and I just recently finished my studies at the University of Fiji doing a Bachelor of Science in Information Technology and Mathematics.

I am proficient in C#, VB, VB.net, Java, and writing Sql queries. I am eager to be given a full-time role where I can gain further knowledge and experience. I also have a strong knowledge of Html, JavaScript, CSS, and Php.

During my second year at the University of Fiji I designed and programmed a travel agency website in html, CSS, JavaScript, and Php for our website group project. In our final year which is this year I designed and programmed an online mobile phone and accessories website using Asp.net C# where we used new technologies such as Ajax and I was also the designer and programmer for our final year software project where we developed a resort reservation system coded in C#.

I am highly motivated and enthusiastic, hardworking always with excellent attention to detail. I am enclosing my resume for your consideration and would appreciate it if we could arrange a mutually convenient time to meet to discuss this opportunity further.

You are welcome to contact me through my email address [jones@gmail.com](mailto:jones@gmail.com)  which I would prefer or my brother’s mobile phone (679) 7696311 if I am granted for an interview.

Thank you for your time and consideration and I am looking forward to hear from you soon.

Sincerely

………………….

***Jones Jones.***