April 2, 2018

Director of Enterprise Information Servicers  
Northern Arizona University  
Flagstaff, Arizona 86011

To the Director of Enterprise Information Services:

My name is Talbert Tso, currently employed as an Application Systems Analyst for Northern Arizona University Information Technology Services (NAU ITS). I am writing to you today to express my interest in the Web Design Team Lead position. I believe my prior experience as being a team member in multiple projects for the Application Development Team and passion for User Experience/User Interfaces makes me a qualified applicant.