

67B Whistle Run Apartments
Albuquerque, NM 87103-4737
June 15, 20—

Ms. Hailey O'Dell
Monarch Electronic Industries
3902 West Bennington Street
Charleston, AK 72933-5220

Dear Ms. O'Dell

Because of my desire to relocate to my home state of Arkansas, I would like to be considered for the programming position advertised in the *Daily Register* last week. With co-op experience at a company similar to Monarch's, I have first-hand knowledge of the challenges of working in an industrial setting.

I earned an AAS degree in Computer Programming from Maddox Community College. At Maddox's Unix-based computing lab, I learned to program in HTML, Visual Basic 2008, and C++ languages. In addition, I gained valuable experience with Microsoft Office (2003/2007), as many of our class assignments were completed using an application in the Office suite. My instructors praised the detail with which I wrote programming specifications. Furthermore, Maddox's up-to-date facility has given me the skills and confidence to adapt to any computer environment.

In addition to my education, I have experience meeting the computing needs of business and industry. At Jupiter Computer Industries, I used C++ and Visual Basic 2008 to design and develop test specifications for its software systems. Just before I graduated, I served on a quality assurance team to set up help desk protocols and improve user satisfaction. At Lancaster Microsystems, I installed and configured operating systems including Windows XP/Professional and Windows Server 2008. Other responsibilities included maintaining an SQL server database and taking turns at the help desk. My supervisor gave me superior evaluations, ranking me high in problem-solving skills and customer service.

Last year I attended a conference sponsored by Web Accessibility Initiative and am familiar with Web Content Accessibility Guidelines. Monarch's track record as a leader in making the Web accessible for people with disabilities is well documented. I would welcome an opportunity to help in this initiative.

My resume is enclosed for your consideration. I would be happy to schedule an interview to discuss my qualifications. You can reach me at (505) 555-0173 after 3 p.m., or feel free to e-mail me at mabboud@comm.mcc.edu.

Sincerely

Matt Abboud

Matt Abboud

Enclosure

Figure 11.3 Cover Letter

E-mail Cover Message

If you are sending an electronic resume (as an attachment or as part of the e-mail), you need a brief message to accompany the resume. Similar to the cover letter, the e-mail message is briefer.

1. Declare your intention to apply for a particular job.
2. Tell how you are sending the resume and, if applicable, what program you used to encode the resume.
3. Summarize your major qualifications in either a short paragraph or a list.
4. Ask for a meeting or an interview.