**Robert Smith**

**Computer Programmer**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is concerning the job opening that was advertised by [XXX Company] recently on your website. I am excited to send my resume for your consideration. I am a motivated individual, and I am result-oriented. With an experience of over six years in this industry, I am sure I will fit your job description perfectly.

In these six years, I have been as a part of {YYY company] I have perfected my programming abilities. I am capable of managing projects and provide results consistently. I am adept at coding, and my diverse knowledge of the programming language allows me to build unique code specific to the client’s needs. The opportunity to work with your organization [XXX Company] has always been exciting. At my previous employers [YYY Company] I dealt with the following responsibilities:

* Worked on software development.
* Efficiently identified and resolved errors from troubleshooting.
* Maintained and managed the client database.
* Provided clear instructions to teammates and recruits on operating systems.
* Provided tech-support.
* Worked on algorithms and profiled them.

I look forward to a progressive growth in my field. With a proven record of being effective, collaborative, with leadership skills, I am sure to bring many laurels to your [XXX Organization]. I also like to work efficiently with teams on multiple levels to deliver a product or service successfully.

Thank you for your time and consideration. I am looking forward to meeting you to discuss the position in further detail.

Sincerely,

[Your Name]