

William Budd Bartleby

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Ignatius M. DeBoss
Human Resources Manager
ACME Software Corporation
10101 SW Pine St.
Portland OR 97204

Dear Mr. DeBoss:

Recently, I read your advertisement in the Oregonian for Technical Writer. I am completing a Certificate in Website Development & Design, supplementing my BA in English. The training and skills I have acquired, coupled with my technical work experience, enable me to meet the qualifications of this position.

I have been interested in ACME Software for some time and am excited to hear about this opening. The skills I have developed in technical writing, editing and web development would make me a valuable contribution to your company. I am well versed in FrameMaker and RoboHelp. I also bring strong scripting and web skills.

Enclosed is my resume. I look forward to the opportunity to discuss my qualifications with you. I can be reached at (503) 555 – 2121 or billybudd@yahoo.com. Thank you for considering my application.

Cordially,

William Budd Bartleby

Enc.