



15000 NE Graham St. Portland, OR. 97201
(503) 555-4802 laanhoi@hotmail.com

April 10, 2002

Mr. Brian Boarder
Adams & Shultz Assoc.
5678 SW 6th Av.
Portland, OR 97201

Dear Mr. Boarder:

I would like to be considered for the position of **Web Assistant** at Adams & Shultz Associates. I possess both a strong desire to work in this field, and the necessary qualifications for the job. I discovered this job in your advertisement in the Oregonian.

For the past year and a half I served as the Web Assistant for Regional Networks, Inc. I have worked with web page development for the past four years and possess a Web Development Certificate from San Diego State College. The combination of my work experience and education provided me with the following skills:

- Web design and development
- Proficient in MS Office Suite 2000
- Browser and usability testing for quality assurance, copyedit
- Web, customer, and technical support
- Designed and created documents, flyers, memos, letters, reports and announcements.
- Operated and maintained various office equipment
- Typed 50 wpm, 10-key by touch

Enclosed is my resume, which provides additional information about my education and experience. I am confident, if given the opportunity, I will make a valuable contribution to the web development department in your company.

I look forward to the opportunity to discuss my qualifications with you. I can be reached at (503) 555-4802 or laanhoi@hotmail.com.

Sincerely,

Lan Ho

