1445 Almond Street # 18
Portland, OR 97477

October 30, 2001

John Smith
Human Resources Director
ABC Bank
967 Dollar Street
Portland, Oregon 97422

Dear Mr. Smith,

I would like to be considered for the position of Visual Basic Programmer at ABC Banking. I possess both a strong desire to work in this field and the qualifications outlined in your advertisement in the Oregon News.

My Visual Basic programming skills are excellent. I have completed a three-term sequence of visual Basic at Portland Community College earning an A in each course. In addition, I have studied SQL, Java and Oracle. For the past six months I worked as an intern database programmer for the City of Portland. In this position I converted a database from Fox Pro to MS ACCESS. I created special reports and data entry forms using macros, coding functions to validate data entered, and wrote documentation.

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 ABC Banking Programming Department.

I look forward to the opportunity to discuss my qualifications with you. I can be reached at (503) 541-2390 or madoe@comptech.com. Thank you for your consideration of my application.

Sincerely,

Mary Ann Doe