

William Budd Bartleby

1212 N Whale Cove • Typee OR 97032

Phone (503) 679 - 2121 • E-mail billybudd@yahoo.com

August 21, 2007

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 have completed a Certificate in Technical & Professional Writing, 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) 679 - 2121 or billybudd@yahoo.com. Thank you for considering my application.

Cordially,

William Budd Bartleby

Enc.