

**John Q. Public**

123 Any Street • Any City • CA • 95000  
Home: (555) 555-0000 • Cell: (555) 555-0001 • JohnQ@my-email.com

January 2, 200X

Human Resources  
XYZ Corporation  
P.O. Box 456  
Any City, CA 95000-456

Dear Sir or Madam:

JOB CODE 6870

I saw your job ad for a GUI software engineer at CareerBuilder.com. In response, I am respectfully submitting my qualifications.

**Your Requirements**

1. BS in computer science (higher degree an advantage)
2. Extensive experience (3-7 years) in GUI design and development
3. Good knowledge of C and C++
4. Security clearance an advantage
5. Experience with Linux or Unix and Windows an advantage
6. Good communication skills

**My Qualifications**

1. BS in computer science. Will complete master's degree next semester
2. Six years experience in GUI design and development
3. Highly skilled programming in C and C++
4. Possess an active security clearance. Will reveal more information during interview
5. Six years development experience in both Unix and Windows
6. Excellent oral and written communication skills

I would greatly appreciate an interview. If you'd like more information, please feel free to contact me. My contact information is in the letterhead. The best way to reach me is on my cell phone between 8:00 AM and 10:00 PM Monday through Friday. I look forward to hearing from you.

Thanks for your time and consideration.

Sincerely,

(Signature here)

John Q. Public  
Software Engineer