**Michael Benn  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF  
  
16th May 20XX**

**Dear Mr Benn**  
It is with great anticipation that I present my CV to you, as after reading the job description for your Software Engineer vacancy I am convinced that I would be a perfect fit for this role.  
  
In addition to having the solid academic background and experience that you are looking for, I would also like to add that I am self-motivated, flexible and able to work in any demanding operational environment. Because I love what I do I strive to be the best in the industry, this attitude gives me an appreciation of the bigger business picture, and not just a company’s IT requirements.  
  
I am currently employed by a London based company, where my duties involve me writing scripts, applications and documentation to automate development tasks. I have a good working knowledge of Linux or UNIX, MySQL, SQL, Oracle, embedded systems and testing. I also have experience of working on small, medium and large sized system developments and enhancements across a wide variety of business and operational systems. I consider myself to be highly motivated and able to handle a broad range of tasks, have good problem solving abilities and am hard working and team orientated. I am able to comply with all relevant technical standards, and have a proven track record of delivering all specified project outcomes on time, within budget and to the quality required. My other skills include but are not limited to:

* Familiarisation with each stage of the software lifecycle.
* Experience of modern analysis and design methodologies
* Having a client focused approach to service delivery.

Right now I am looking for a first class opportunity to join a leading software company like yours were I will be able to put my existing skills to good use.  
  
I would very much like an opportunity to meet you in person to discuss this matter further, so please feel free to contact me anytime to arrange a meeting at your convenience.  
  
**Yours sincerely,  
  
  
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