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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

George Gilhooley  
LTC Company  
87 Delaware Road  
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I enclose my certification, resume, and references.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

* I have successfully designed, developed, and supported live-use applications.
* I strive continually for excellence.
* I provide exceptional contributions to customer service for all customers.

With a BS degree in computer programming, I have a comprehensive understanding of the full lifecycle of software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@email.com or by phone at [Phone Number]

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

[Signature]

John Donaldson  
8 Sue Circle  
Smithtown, CA 08067  
909-555-5555