Janet Applicant

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September 1, 2018

Dan Lee

Chief Web Officer

Acme Web Design

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am writing to you today because I am interested in applying for the position of Front-End Web Developer as posted on the careers page of your website. I have a Bachelor’s Degree in Computer Science and experience with SQL, Javascript, HTML, CSS, CGI, and Bootstrap. I can use all of the Adobe Suite software programs, and I am confident that I can be a beneficial addition to your web development team.

I also have a minor in graphic design, so I have an eye for what a good website should look like. For the past five years I have worked for EndDesign.com, and while I was there, I converted their entire website to Bootstrap. The conversion made it much easier for my colleagues to manage the site.

I’ve attached my resume so that you can see more of the projects I worked on as well as a list of my certifications. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Janet Applicant (signature hard copy letter)

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