

Lisa Watson
1111 North Woods, Apt. 10
Lacey, WA 98503

January 2, 2006

Ms. Dianne C. Strand
Manager of Human Resources
Atlantic Coast Industries, Inc.
2900 Virginia Beach Boulevard
Virginia Beach, VA 23464

Dear Ms. Strand:

I am applying for the position of systems analyst which was advertised on December 28, 2006, with the Career Development Center of The Evergreen State College. The position seems to fit very well with my education, experience, and career interest.

Your position requires experience in computer systems, financial applications software, and end-user consulting. With an emphasis in management information systems, I have training on mainframes, minicomputers, and microcomputers as well as with a variety of software programs and applications. My practical experience in my college's computer center as a programmer and as a student consultant for system users gave me valuable exposure to complex computer operations. Additionally, I worked as a cooperative education student in computer operations for a large bank where I gained knowledge of financial systems. My enclosed resume provides more details on my qualifications.

My background and career goals seem to match your job requirements well. I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in the position and in working for Atlantic Coast Industries. Your firm has an excellent reputation and comes highly recommended to me.

Would you please consider my request for a personal interview to discuss further my qualifications and to learn more about this opportunity? I shall call next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call me at (555) 555-5555. If I am not in, please leave a message on my answering machine and I will return your call within a day.

Sincerely yours,

A handwritten signature in black ink that reads "Lisa Watson". The signature is written in a cursive, slightly slanted style.

Lisa Watson