

345 Main Street  
West Chester, PA 19380

September 22, 20XX

Ajax Widgets Company  
1223 Foster Ave.  
West Chester, PA 19382

Dear Hiring Manager:

I am applying for the web developer position that was advertised via the Handshake this week. I will graduate in May 20XX with a Bachelor of Science in Computer Science. I am interested in working for a small company whose mission is to help other small business thrive. The position is a strong fit with my experience and interests, and I am very enthusiastic about applying for consideration.

Your position requires skills in various types of programming and software used in web development. My academic program emphasizes C, C++, .NET, PHP, Visual Basic, Assembler, Java, and MSSQL. In addition, I have extensive experience using the Adobe Creative Suite and several photo editing packages. My internship experience as a department computer consultant gave me exposure to PC and Mac OS platforms. I gained knowledge of enterprise systems, content management systems, and e-commerce operations. I am genuinely interested in the position because it utilizes my skills and areas of expertise directly; additionally, through the rotational training and management track you provide, I will develop new skills and be on a good path for advancement within Ajax Widgets.

My background and career goals match your job requirements well. I would love the opportunity to interview for this position to further discuss my qualifications and interest in joining your organization. Should you need additional information, please contact me at (610) 345-6789 or RC811223@wcupa.edu. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Rammy W. Chester

500 Main Street  
West Chester, PA 19380

September 22, 20XX

Mr. John Smith  
Ajax Communications  
122 Cambridge Ave.  
Philadelphia, PA 19104

Dear Mr. Smith:

I am writing to apply for the current internship opportunities available at Ajax Communications, which I learned about through the company's website. Because I am pursuing a Bachelor of Arts in English (Writings Track), I am interested in social media, marketing, and public relations positions. I would like to work for Ajax Communications because of your reputation in the industry and your focus on inclusivity and social justice.

My past and current experiences in social media and advertising have taught me the importance of visual storytelling, and, through this medium, I have learned how to effectively communicate with clients. I have successfully performed outreach through multiple platforms including Instagram, Twitter, YouTube, and Pinterest. I continue to learn the importance of creativity during advertisement execution as a current intern at a commercial production agency.

I have also recently worked at the New Student Programs Office at WCU, where I conducted outreach on campus, delivered presentations, and provided administrative support. With all my experiences, I have found that I excel in providing the utmost detail in both my written and verbal communication. My ability to balance multiple projects and my capacity to adapt well when working with others leads me to succeed in all tasks I take on.

I am confident that my experiences and education have me well-positioned to contribute to your team. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Rammy W. Chester