

1325 Kenilworth Drive
Napoleon, Ohio 43545

01/25/2010

Mr. Chuck Moser
Manager of Human Resources
Great Lakes Industries, Inc
2900 W. Oak Street
Chicago, Illinois 60610

Dear Mr. Moser:

I am applying for the position of systems analyst, which was advertised on June 12 with Career Development Office at Defiance College. The position seems to fit very well with my education, experience and career interests.

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

I am confident that I can perform the job effectively. Furthermore, I am genuinely interested in working for Great Lakes Industries. Your firm has an excellent reputation and comes highly recommended to me.

I would appreciate the opportunity for a personal interview. I will call you next week to see if a meeting can be arranged. Should you need to reach me, please feel free to call at (419) 123-4567.

Sincerely,

Jennifer Watson
Enclosures