

Sample 3 - Sending an application where there has been no advertisement

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Ms Anthea Jetso
Human Resources Officer
Environmental Engineering Australia
222 George Street
SYDNEY NSW 2000

Dear Ms Jetso,

Thank you for taking the time to speak with me yesterday, I enjoyed our telephone conversation. As discussed, I am enclosing a copy of my resume that outlines my computer programming experience and educational qualifications in Information Technology. I am particularly attracted to working with EEA as it is committed to sustainable development, particularly in regards to conserving and developing water resources.

You will see from my work history that I am highly skilled as a Systems Developer and experienced in programming and systems development. My experience with Datasource, in particular, has prepared me to work with most types of computer hardware and a range of software programs. It also provided extensive experience in networking and data communications.

My strong project management and teamwork skills have facilitated the successful completion of 3 major software implementations, in projects involving 10-30 staff, over the past 18 months:

- A web-based search facility for retrieving water storage plans written in jsp.
- An auto-cad add on written using PITRIX.
- A project time/expense tracks using MS Project and modified for EEA needs using visual basic.

You will find further details of these projects detailed in the IT Projects section of my resume.

I would appreciate the opportunity to meet with you, in person, to discuss possible ways in which we could work together to provide innovative technical solutions.

Yours sincerely,

Gary Holbrook