

Stephen Diego  
4545 Home Street  
Berkeley, CA 94707  
(510) 515-5151

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January 23, 2000

Jean Cabrillo  
V.P., Operations, South America  
International Widget Corporation  
222 Union Street  
San Francisco, CA 94110

Dear Jean Cabrillo,

This letter is to express my interest in the position as Systems Engineer for International Widget Corporation in South America, announced in the December job listing at the UC Berkeley Placement Center. I am also sending a resume, showing that my expertise exactly matches the requirements listed in the position announcement.

This position particularly caught my eye, as I recently read in the Wall Street Journal that International Widget is considering converting all in-house computers to Windows for DOS. I have a strong software background, and have just returned from a two-year stint in Argentina where I functioned as an independent computer specialist/programmer for a variety of businesses. Among other tasks, I installed and utilized Microsoft products, including Windows for DOS, and I have been developing applications in Microsoft Quick C for Windows. I earned a reputation among my clients for ensuring product satisfaction, and I would be happy to supply a list of client references.

I have always admired the success of International Widget, particularly in South America, where I find the technical developments challenging and rewarding. I would very much enjoy discussing the possibility of our working together. I look forward to hearing from you.

In the third paragraph, tell how you will follow through. "I'll call your office early next week to see if we could meet soon and discuss this job opening."

Sincerely,

Stephen Diego

Enclosed: resume

# Resumes Cover Letters

**N Noddings**



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