Sincerely,

**PARKER WILIAMSON**

**SMITH KERTZMANN**

Assistant Officer

Your Street Address, country

**FROME**

Dear Ms. Smith:

Are you searching for a software engineer with a proven ability to develop high-performance applications and technical innovations? If so, please consider my enclosed resume. Since 2010, I have served as a software engineer for Action Company, where I have been repeatedly recognized for developing innovative solutions for multimillion-dollar, globally deployed software and systems. I am responsible for full lifecycle development of next-generation software, from initial requirement gathering to design, coding, testing, documentation and implementation.

Known for excellent client-facing skills, I have participated in proposals and presentations that have landed six-figure contracts. I also excel in merging business and user needs into high-quality, cost-effective design solutions while keeping within budgetary constraints.

My technical expertise includes cross-platform proficiency (Windows, Unix, Linux and VxWorks); fluency in 13 scripting/programming languages (including C, C++, VB, Java, Perl and SQL); and advanced knowledge of developer applications, tools, methodologies and best practices (including OOD, client/server architecture and self-test automation).

My experience developing user-friendly solutions on time and on budget would enable me to step into a software engineering role at XYZ Company and hit the ground running. I will follow up with you next week, and you may reach . I look forward to speaking with you.

20 November 2018

**TO WHOM IT MAY CONCERN**

**COVER LETTER**

**ADDRESS:**

*Your street address, country Zip.*

**E-MAIL:**

*yourmail@example.com*

**PHONE:**

*+123 654 30 33 15*

*ASSISTANT OFFICER*

**SMITH**

**ANDERSON**