

May 11, 20xx

1234 Main Street
Cleveland, Ohio 44311
Cell: 216-555-1234

David Johnson
Johnson & Johnson
333 Chester Ave.
Cleveland, Ohio 44111

Dear Mr. Johnson,

Thank you for the opportunity to interview for the position of Programmer Analyst.

I'm very interested in the position and excited about the prospect of working in the Software Development Division at Johnson & Johnson.

I feel that I would be a valuable asset to your organization, and an excellent candidate to fill this position.

In addition to my programming background and experience, I will bring a very strong work ethic along with great organizational skills to this position. I pay close attention to detail and am dedicated to my work. I have excellent communication skills and can work with many different types of people of varying personalities and skill levels. I am motivated, disciplined, and focused and I'm determined to get my job done well and on-time.

I also have a passion for helping others and making a difference.

I appreciate the opportunity to speak with you and look forward to hearing from you soon.

Sincerely,
Brad Davis