

Tom Higgins
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Mr. Robert Jones
Director, Human Resources
ABC Company
123 Main Street
Chicago, Illinois 60606

Dear Mr. Jones:

In response to your advertisement in the Chicago Tribune on March 23, 2003, I would like to apply for the position of Network Administrator. I am very interested in joining a growing communications company such as ABC and would welcome the opportunity to be part of your team.

During my final year at DeVry University, I participated in a senior project, which allowed me to develop excellent skills in network administration, computer systems and mainframes. In addition, I was able to play an integral role in assisting one of my Information Systems professors with operating the computer lab. As the Computer Lab Assistant, I was able to troubleshoot hardware and software problems.

I have enclosed my resume for your review. I look forward to meeting you. I can be reached at 312-555-2333. Thank you for your consideration.

Sincerely,

(sign name here)

Tom Higgins

(Enclosure)