

# Allison Webster



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April 10, 2008

Mrs. Helen Weiss  
Personnel Director  
National Computer Sales  
15 Main Street  
Hartford, CT 06109

Dear Ms. Weiss

I am responding to the full time computer sales position advertised in yesterday's New England Tribune. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to National Computer Sales.

I recently received my bachelor's degree in information and computer technology from Hartford College. The following table outlines my areas of concentration:

Computer Hardware	30 hours
Computer Software and Programming	21 hours
Professional Communications	15 hours
Business	15 hours

In addition to my coursework, I have the following sales and computer experience:

- Worked as an intern at Computer Discount Sales selling hardware and software components to home and small business customers.
- At Hartford College, tutored students having difficulty with computer classes
- Prepare all fliers and newsletters for the New England Ski Club

Sincerely,

Alli Webster

Enclosure: Resume