

Caitlyn Canfield
78 Larkspur Road
Plantsville, CT 06479

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

Caitlyn Canfield



78 Larkspur Road, Plantsville, CT 06479
Phone (860) 555-4499, Fax (860) 555-4499, E-mail okamoto@earth.net

March 13, 2008

Ms. 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 *News 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
- Prepared all fliers and newsletters for the New England Ski Club

As you can see by my resume, I am well qualified for this position. I will call you next week so we can set up a time to discuss my career opportunities at National Computer Sales. If you would like to speak to me before then, please call me at (860) 555-4499.

Sincerely,

Caitlyn Canfield

Enclosure: Resume