

Helene Caniglia
130 King of Prussia Road
Radnor, PA 19087

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

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November 29, 2007

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 *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.
- 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) 55-4499

Sincerely,

Helene Caniglia

Enclosure: Resume