

# Tao Jiang



302 Morris Road, Wayne, Plantsville 19460  
Phone (860)555-4499, Fax (860)555-4490, E-mail jiang\_t@yahoo.com

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Friday, March 28, 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 *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 Communication	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,

Benjamin Kane Okamoto

Enclosure: Resume