

Elizabeth Bereznak



78 Larkspur Road Plantsville, CT 06479
Phone (860) 222-3333, Fax (860) 555-1125

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) 555-4499.

Sincerely,
Elizabeth Bereznak