

8513 Capitol of Texas Highway
Suite 602
Austin, Texas 78759
August 4, 1995

Personnel Department
Travis County
P.O. Box 1878
Austin, Texas 78745

Dear Personnel Assistant:

I am writing in regard to your newspaper ad in the August 2 edition of the Austin-American Statesman concerning your need for a Programmer/Analyst III. I believe that I have the qualifications, experience, and enthusiasm that you are looking for.

As for my work experience, I have been employed with two organizations over the past three years that have drawn on my computer-programming skills. My work at CMB*LIC Mortgage Corporation involved the setup of new software, training of personnel, and the direct use of AutoCAD on a 10-user LAN. I worked as an assistant programmer at Hydronic Corporation, doing much of the same design, code, and test work as the regular programmer/analysts.

In December, I will graduate with a Bachelor of Science from Southwest Texas State University. My overall grade point average is 3.125. In my degree program, I have studied and developed a thorough understanding of the following programming languages: Pascal, Assembler, COBOL, RPG, and C.

You will find enclosed with this letter a copy of my resume which provides a much more detailed description of my education and employment history. I would welcome any opportunity to talk with you further about the Programmer/Analyst position. Please do not hesitate to contact me at any time at the numbers listed on my resume.

Sincerely,

Jerry H. Freund
Encl.: resume

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