

501 Silvermead Lane
Austin, Texas 78722

January 21, 1997

Ms. Susan Lesser
AndroCode
901 East 16th Street
Austin, TX 78703

Dear Mrs. Lesser:

I am writing in response to your advertisement in the *Austin American-Statesman*. Would you please consider me for the position of Technical Writer/Intern? I believe that my education and experience outlined in this letter would qualify me for this position. I have attached a copy of my resume for your review.

During the past five years, I have gained valuable experience in various types of technical writing, documentation, and graphic design. I have written technical specifications, government contracts, and white papers for International Software Systems, Inc., in conjunction with several branches of the United States Army and Navy. I have also edited several ads that were published in major magazines for Object International (such as *PC World*, *PC Weekly*, and *ORACLE*). In my current position at Dell Computer Corporation, I have written and illustrated an employee handbook and documented and flowcharted several corporate processes (such as hiring processes, EMI procedures, and flowchart maps for engineering reviews and checkpoints).

I am currently in the process of completing my Associates Degree in Communication at Austin Community College. Once I achieve this degree, I plan to transfer to The University of Texas (at Austin) to complete a Bachelors Degree in Journalism. While my studies at UT have been invaluable to my career goals, your intern program provides an important element. I have been searching for an employment opportunity like this one that combines my continuing education with practical experience in technical writing.

In the past, several team members from your organization have assisted me in completing projects on a contract basis. They were instrumental in enhancing documents and the work reflected a strong sense of pride and professionalism. Since these are the same business ethics I strive for personally, I can think of no better learning environment than joining an organization such as yours.

I would appreciate the opportunity to further discuss my qualifications with you. I am available at your convenience at (000) 000-0000 or by email at email@email.com.

Sincerely yours,

Carol N. Brand

Carol N. Brand

Enclosure