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Ms. Harriet Tallant
Director of Corporate Web Development
Reaching Out, Inc.
444 Dublin Avenue
San Jose, CA 95100

Dear Ms. Tallant:

Your requirement for an Interactive Web Designer interested me because of my enthusiasm for Web development/design and my strong desire to continue working and building a career in that field. My résumé is enclosed for your consideration.

In recent years, I have utilized my creative, analytical and problem-solving skills to complete several Web-related projects, both independently and as a project team member. These include the following:

- Building, programming, testing and refining an enrollment-tracking application with an intuitive user interface.
- Design and development of one module for the successful, timely release of a new product.
- Design and implementation of a Web user interface.
- Creation of a process and templates for production of JPEG images for hotel Web sites.

Prior to that time, I gained solid experience as a programmer/analyst, a software architect and a software/support engineer. Key activities included database development and troubleshooting, small-business application development and interactive product-testing.

As I prepare to close out my work on the software application I developed for A Higher Experience, I am beginning to search for an employment situation that will allow me to utilize my existing experience and skills in Web development/design while also offering potential opportunities to expand and enhance my professional strengths.

I am definitely interested in being considered for the position as Interactive Web Designer with Reaching Out and would like to arrange an interview at your earliest convenience to discuss how I can contribute to your team. I look forward to hearing from you soon.

Sincerely,

Jack Barry

Encl.