345 N Monmouth Ave.

Monmouth, Oregon

March 10, 2013

Mr. Bennett Graham

President

Fortune, Inc.,

789 Central Park West

New York, NY 10001

Dear Mr. Graham:

I am writing in response to your Business Journal listing for an MIS technician. I will graduate from Western Oregon University this May with a BBA in MIS. As an experienced and successful MIS student and intern, I offer you all of the qualifications listed for the position—and then some.

As my resume illustrates, I possess the track record, technical knowledge, and expertise to effectively:

 Design, develop, implement, and support all MIS functions.

 Evaluate, recommend, and purchase hardware, software, and supplies.

 Manage, develop, and support multiplatform environments.

My work at a leading architectural design firm allowed me to utilize the best that today’s computer technology has to offer from a more creative point of view than many other MIS students. As a result, I have an unusual talent for turning challenges into solutions that can yield profitable results.

I would be pleased to provide you with more information when we have the chance to meet. You may contact me any time at (405)555‐5555 so we can set up an appointment at your earliest convenience. I look forward to the opportunity of discussing my excellent credentials in further detail.

Thank you for your time and consideration.

Sincerely,

Richard McCasland

Richard McCasland

Enclosure