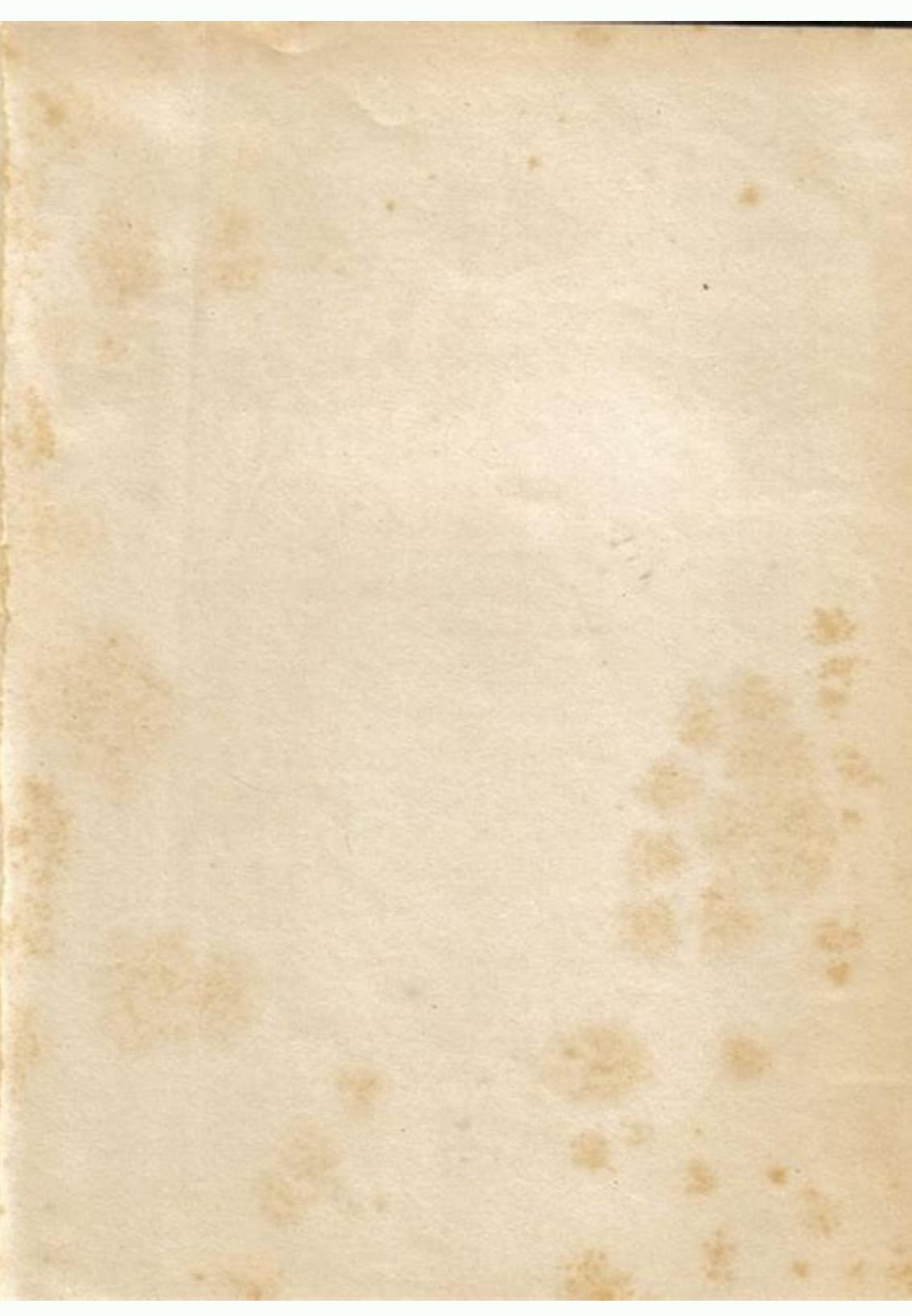


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5509 West 34th Street
Dallas, TX 75214
July 7, 2011

Michael J. Duffy
Intelligent Computer Systems
3121 Morris Lake Drive, Suite 211
Dallas, TX 75212

Dear Mr. Duffy,

I am writing to apply for the position you advertised in the Dallas Morning News for an e-learning developer. As you'll see in my resume, I have the experience to fill this position.

For the past five years, I have been developing e-learning courses for three different companies: IBM, ATT, and Cox Enterprises. My experience has ranged from instructional design, technical writing, graphics production, multimedia production, and learning management system support.

Currently, I am working as a contractor for Cox Enterprises, where I am finishing a one-year assignment developing training for Oracle Financials. I have also recently developed documentation and training for PeopleSoft and for Hyperion Planning. I am currently the lead instructional designer on the Oracle Financials project that will conclude at the end of July.

Intelligent Computer Systems is famous for your innovative IT security systems and networking products. I would be proud to be part of the ICS team. I hope you will give me an opportunity to discuss my qualifications and experience. I can be reached at (214) 555-1212 after 6 p.m.

Thank you very much for your consideration for this position.

Sincerely yours,
Jeff Watkins
Jeff Watkins

Encl.: résumé



Block No 46

Street 5

London

United Kingdom

Dear Mrs Stella Bown,

I just came back home to discover a beautiful flower pot with a note from your side. Thank you so much for such a lovely and thoughtful gift. I was touched by the fact that you cared and thought so much about me and my passion. Gardening has always been my passion and I simply loved the flower plant gifted by you. I always wanted to flaunt such lovely flowers in my garden but some how could never buy them.

Thank you so much for being so caring and keeping my passion in mind. I would like to tell you that I am deeply touched by your gift and will always nurture the plant. Hopefully, next spring you'll get to see them bloom.

Thanking you once more for the lovely gift.

Thanking you

Julia Andrews

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