**Jennifer Garcia**

**1776 Bay Cliff Drive, Tampa, FL 33602**

**(727) 555-0347** **jgarcia@alona.net**

Ms. Mary Walker-Huelsman, Director

Florida Port Community College Career Center

2745 Oakland Avenue

St. Petersburg, FL 33713

Dear Ms. Walker-Huelsman:

I am seeking a position in which I can use my computer and communication skills. My education and experience outlined on the enclosed resume includes a Business Software Applications Specialist certificate from Florida Port Community College.

With a permanent position as my goal, I hope to use the Florida Port Community College Career Center to secure a temporary job. I can be available for a flexible number of hours or days and am willing to work in a variety of businesses or organizations.

As my resume illustrates, I have excellent computer skills. I am an honor student at Florida Port Community College and have outstanding references. In addition, I have part-time work experience as a software tester, where I perform the following computer activities:

|  |  |
| --- | --- |
| Microsoft Access | Test database queries |
| Microsoft Excel | Enter software test data |
| Microsoft Word | Create and mail form letters |

You can contact me by email at jgarcia@alcona.net or by telephone at (727) 555-0347. I am available for an interview at your convenience.

Sincerely,

Jennifer Garcia

Enclosure