Rita Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · Cell 555-123-4567 · rita.applicant@email.com

September 1, 2018

James Lee

Chief Web Officer

Acme WebTech
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee,

This letter is to express my interest in the job posted on your website for an experienced, detailed-oriented, front-end web developer. As you'll see, I have six years of hands-on experience efficiently coding websites and applications using modern HTML, CSS, and JavaScript.

Building state-of-the-art, easy to use, user-friendly websites and applications is truly a passion of mine and I am confident I would be an excellent addition to your organization. In addition to my knowledge base, I actively seek out new technologies and stay up-to-date on industry trends and advancements. This has allowed me to stay ahead of the curve and deliver exceptional work to all of my employers, including those I've worked for on a project basis.

I’ve attached a copy of my resume detailing my experience, along with links to websites and applications I’ve had the honor of working on.

I can be reached anytime via my cell phone, 555-555-5555 or by email at rita.applicant@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Best regards,

Rita Applicant ​(signature for a hard copy letter)

Rita Applicant

Hank Applicant

123 ABC Street Seattle, WA Home · 555-555-5555 · Cell 555-123-4567 · hank.applicant@email.com

**EXPERIENCE**

*Front-End Web Developer*, **Scottie**, Seattle, WA
June 20XX - Present

* Translate designs to front-end code, estimate time and costs, and determine developer requirements and specifications.
* Collaborate with creative and development teams on the execution of ideas and projects.
* Promote and communicate new ideas, process improvements, and new technologies to team members and leadership.
* Write maintainable, scalable, responsive, and cross-browser code.

*Front-End Web Developer*, **Malcolm Technology**, Seattle, WA December 20XX - May 20XX

* Updated and streamlined existing code to improve site performance.
* Utilized cutting edge JavaScript and HTML 5 techniques, frameworks, and libraries.
* Wrote support documentation and provided training to internal and external users.
* Worked collaboratively with a cross-functional team to define and develop product roadmaps.

**EDUCATION** **Associate of Science,**ABC Community College, Seattle, WA May 20XX Major - Computer Science **ADDITIONAL EDUCATION** **Treehouse**

* December 20XX - Present Coursework - Git, WordPress, Javascript, iOS, Android

**Codecademy**

* June 20XX - August 20XX Coursework - HTML, CSS, Javascript