**Jennifer Garcia**

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

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

**October 4, 2017**

**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 ultimate 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 a 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**