

December 6, 2014

Mr. Jim Lincoln
Google
1600 Amphitheatre Parkway
Mountain View, CA 94043

Dear Mr. Lincoln:

Your advertisement for an entry-level, software engineer in site reliability at the Google Web site caught my attention. I believe that my software design and cloud-computing experience, and my creativity and strong problem-solving, interpersonal, and communication skills make me an excellent candidate for the position.

I recently earned a master's degree in computer science (Mobile and Internet Computing Track) from Stanford University. I am a student member of the Association for Women in Computing. I also served as a Google Student Ambassador while in college. In the summer of 2011, I participated in an internship with Amazon in which I obtained experience in programming (C++, Java, and Python), Unix/Linux environments, and cloud computing. Because of this experience, I believe I will be able to make an immediate contribution to Google. I have enclosed my résumé, which details my qualifications and provides more information on how I might be an asset to Google.

I will contact you shortly to see if you have received my application materials and to request a face-to-face meeting. Thank you for your time and consideration.

Sincerely,

Jane Moore
1414 West Wilson
Seattle, WA 98105
Tel: 206-555-1212
E-mail: jmoore@anymail.com,