**Kiren Gupta**

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March 21, 2008

Mr. Davis Green

Human Resources Director

Enterprises, Inc.

3404 East Tenth Street

West Haven, IL 60281

Dear Mr. Green:

I have enclosed my resume in response to your advertisement in the *Westside Herald* for the help desk assistant position. I will receive my bachelor’s degree in computer programming in May 2008. In addition to working part-time in my school’s computer lab, I have taken the following courses that will be helpful in the position:

|  |  |
| --- | --- |
| Systems Analysis and Design | 12 hours |
| Programming Languages | 24 hours |
| Communications | 9 hours |
| Network Security | 12 hours |

Besides my continuing coursework and job on campus, I am active in several other areas, including:

* Acting as a mentor for a child in the local youth group
* Volunteering at the library’s computer lab
* Teaching adult computer literacy course at local elementary school

With my experience and education, I am confident that I will be a valuable addition to your staff. I look forward to an interview with you.

Sincerely,

Kiren Gupta

Enclosure