

Your contact information
Anywhere Street
Oklahoma City, OK 55555

May 25, 2015

Ian Bock
Liberty Mutual Insurance
Human Resources Department
123 Liberty Drive
Oklahoma City, OK 29631

Dear Mr. Bock,

I'm writing to express my interest in the Information Technology position within the Claims and Underwriting department at Liberty Mutual. Please find my additional application materials included.

Having served as a programmer at Dell, Inc. for the past 2 years, I am certain I have skills and abilities that would transfer well into a position like the one you have available. I'm proficient in C++ and AutoCAD programming methods. I'm also confident in my abilities to run M/EX & MCR coding operations to help serve Liberty Mutual's clients appropriately. Additionally, I can tell you that my customer service interests would be well suited to this position. While I am an "IT guy" at heart, I enjoy working with the public and with departments within an organization; I find the interaction with people and the public to be a nice contradiction to just working alone on computer programming and coding all day long.

I have enjoyed my time at Dell, Inc., and am grateful for the opportunity to have worked there right out of college, allowing me to grow and mature in my programming and coding expertise. I look forward to discussing how my qualifications might serve Liberty Mutual in the future, as I would like very much to join your organization.

Please feel free to contact me should you wish to discuss the position further. I appreciate your time and willingness to consider my application and resume. Best wishes for a successful search.

Sincerely,

Starsky Alumnison

Starsky Alumnison

(1) Enclosures