**Robert Hartwell**

**8086 Tularosa Lane**

**Santa Fe, New Mexico 87501**

Telephone: (505) 555-0387

E-mail: rhartwell@domainuniv.edu

Mr. Rudy Gardner

Ransom Resources, Inc.

613 Old Mill Road

Albuquerque, New Mexico 87120

Dear Mr. Gardener,

Are you looking for a dynamic self-starter with a proven record of accomplishment in both business and academics? I am seeking an entry level position in systems administration with you’re company.

I will be graduating this spring with a degree in Computer Science from State University. I have maintained a 3.5 GPA while working thirty hours a week helping clients install and implement business application systems.

In addition to financing my college education. I had the privilage to be a Big Brother the past two years. I have learned a great deal from my “little brother” and have tried to be a good example to him. These experiences have taught me how to work with others to achieve common objectives.

Enclosed is my resume for your consideration. You can reach me at the address, telephone number, and e-mail address above. I look forward to the opportunity to discuss my qualifications and experience with you.

Sincerely,

Robert Hartwell