

Ahmad Alkhan
2253165

Annette O'Connell
19 Lower Lesson Street
Dublin 2

«Title» «First_Name» «Last_Name»

«Address_Line_1»

«Address_Line_2»

«City»

Dear «Title» «Last_Name»

Further to your advertisement in this week's newspaper, I write to request an interview with your company for the position of Microsoft Access Developer. I am currently employed at Millennium Solutions but feel that my work there will come to an end in January 2011 and I am very keen to find some new challenges for the New Year.

I have attached a copy of my curriculum Vitae for your attention and look forward to hearing from you in due course.

Should you have any queries please do not hesitate to contact me as above

Yours Sincerely,

Annette O'Connell

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19 Lower Lesson Street
Dublin 2

DOB 22/03/65

Education: Leaving Cert

Open House Comprehensive 1977-1982

Ranelagh Village, Dublin 6

Diploma in Information Technology

Rathgar IT Studies 1982-1985

Charleston Avenue, Dublin 8

Employment: Corel Designs 1985-1990

8 Gardiner Place, Dublin 1

Responsibilities included liaising with clients to establish their software requirements and preparing pseudo code for programmers.

Solomon's Software 1990-1995

156 Nth. Circular Road

Dublin 7

Solomon's I designed much of the software as part of a team of software Developers.

Beyond 2000 1995-2000

4 Chathan Place, Dublin 2

Here I was designing software and responsible for the running of the Beyond 2000 store in central Dublin

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My present job involves helping corporate clients solve Y2011 Problems.

Other Skills

I have experience of managing staff as part of a team of programmers and store staff at Beyond 2000. I also have a full driving licence and next year I plan to finish studies at D.I.T. in Mountjoy Square, Dublin