

JOHN W. SMITH

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Donna Smith
Microchips, Inc.
2160 Silicon Street
Cupertino, CA 95002-2160

Dear Ms. Smith,

I was very excited when I learned of the available Project Manager position through my former co-worker, Mrs. Jane Smith. I have been seeking a professional opportunity to utilize my strong background in web content development, my passion for writing and my enthusiasm for marketing and communications, and am confident that my skills and achievements are an excellent match for the requirements of this vital position.

Of particular note for you and the members of your team as you consider this placement are the following:

- I authored, programmed, developed, beta-tested and received state approval for a successful Healthcare Services contract for which I am the sole administrator, marketer and developer. I update the content, troubleshoot and collect patient feedback for the continuing development and improvement of the facility.
- I established an in-house legal division for the business and managed all related finances, contracts, copyright, trademarks, SEO, marketing and one part-time assistant.
- I currently serve as Chief Compliance Officer for an innovative health technology corporation. This position requires me to provide simple explanations, in writing, of highly complex legal concepts related to federal regulation of our industry.
- In my current, full-time position, I have authored many curriculum updates for courses offered via telecommunications across the United States at nationally accredited institutions of higher education. These courses are regularly reviewed by accreditors.

The Technical Writer position is an ideal opportunity for me to utilize my technical knowledge, web content development experience, legal background and writing skills within the context of Microchips, Inc. company objectives. I would very much like an opportunity to meet with you to further discuss my qualifications and your needs at a mutually convenient time. Thank you for your kind consideration.

Sincerely yours,

John W. Smith
Enclosure: Résumé