I was looking at the new job postings on the Madison Staffing Services Web cite today, and I saw the description for the Help Desk Technician position. I read the job description and the qualifications that the corporation requires, and I feel that I am exactly the correct person for this job.

The job notice suggested that the company would like to fill this position very quickly. As you requested on the Web site, I am faxing both my resume and this cover letter. I will send a printed copy, and can also send the resume in PDF format if that would be more conventient.

The job description had several very specific requirements. I would like to point out my qualifications in a few of the specified areas:

I currently live in Kenosha, but wouild be willing to relocate. I could be available to start work in as few as two weeks. The job description do not specify exactly where this company does business.

Sincerely,

Marilynn Long