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| Letter of Introduction for Portfolio |

Mr. John Dow

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1234 Longview Terrence

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**To whom it may concern**

This letter serves as an overview of who I am and what you may expect if you appoint me for the advertised position.

I am a very meticulous person who pays attention to detail. This is one of the qualities that has served me well over the years as I have furthered my career in programming.

I am a hard working individual and take great pride in the work I do. I know that I am not perfect, nor that I know everything about programming. This is why I listen and learn from criticism and advice from my peers and superiors.

In terms of the skills I have acquired over the past five years, I have formal qualifications in Information Technology, which I obtained from Star worth University. I am proficient in Java, C#, C++, and I recently received a diploma in Python. I graduated top of my class in 2014 and received the Creative programming award in my final year.

This achievement welled over into my professional career, where I was appreciated for my dedication and creative solutions. When it comes to programming, I don’t view the challenges as problems, but rather as solutions which haven’t been found yet. This shift in thinking has served me well, as it has given me the ability to persevere where my peers have given up.

The other quality that sets me apart from the rest is the ability to adapt and work in a dynamic team. The very first project that I worked on was a collaborative project, and from there, I knew that one could not work alone.

The previous team that I oversaw excelled and, often, we finished our projects well before the deadlines. I believe that this is because of the round table approach that I have towards leadership. Each member of the team is valued and can bring something to the table.

However, when issues arose, I was the one who would take responsibility. This invoked a sense of trust among my team members, and in a way also motivated them to go the extra mile.

There might be similar applicants to mine, but I can assure you that you are going to search far and wide to find my equal in terms of dedication to the job. I take great pride in what I do and always look for opportunities to improve.

# I know that I would make a valuable member of your team and be a great asset to the company if you choose to hire me. I follow just as quickly as what I lead always look to benefit the whole and not just myself.

# Sincerely,

# John Dow

# President and CEO