

Assignment no. 2

Business Letters

Bazar Ahmad Khan Road
Ghareeb Abad , KHaneef Abad

Bannu
September 23, 2020

Taylor, Inc.
Peshawar.

Dear Human Resources Director:

I just read an article in the News and Observer about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train users to work with new systems.

I will be happy to meet with you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at 03319150944, or at fawadniaz59@gmail.com.

Sincerely,

Fawad Niaz