

100 Oak Avenue
Greenville, SC 29601

June 18, 2004

Mr. Carl Anders
Office Solutions, Inc.
3000 Pine Avenue
Columbia, SC 29201

Dear Mr. Anders:

Thanks very much for the opportunity to apply for the position of IT specialist at Office Solutions, Inc. I have enclosed a copy of my resume for your review. I believe that my qualifications fit well with the job requirements. Specifically, I have considerable experience with using and instructing others in the use of a number of software applications. Allow me to elaborate.

Application/Type	Products
Operating Systems	Windows, Linux, Mac OS X
Word Processing	MS Word, WordPerfect, StarOffice
Spreadsheet	MS Excel, StarOffice
Databases	MS Access, Oracle
Image and Graphics	Adobe Photoshop Elements, Macromedia Freehand
Web Publishing	Macromedia Dreamweaver, MS Front Page, BBEedit

I am scheduled for an interview on Wednesday of next week at 9:00 AM. I look forward to meeting you then.

Sincerely,

R. Steven Quinby