

SAMPLE LETTER OF INTRODUCTION

JOHN WIGGINS Letter of Introduction

Hello, my name is John Wiggins and I am a senior at Cony High School in Augusta. I also attend the Capital Area Technical Center in Augusta in the Computer Technology program. Over the last few years, I have developed my computer skills greatly and look forward to pursuing my education and career in the Computer Technology field.

At the Capital Area Technical Center, I have completed the PC Repair and Operating Systems Course and passed the A-plus exam. Also, I am currently enrolled in the PC Networking course. I have strong communication and computer skills, including a working knowledge of Windows 98 and Microsoft Word, Excel and Access. I am a well-organized, highly motivated individual who enjoys challenges in a work environment.

I am an active participant in my area church as well as other local organizations. I have been an active member in youth bible study class and the youth group of the United Methodist Church in Augusta for six years. Also, I have participated in two youth mission trips to work on the homes of low-income residents. The mission trips require a ten-month commitment of fundraising, as well as the actual ten days of work. I am also a Junior Firefighter for our town, a member of the Boy Scouts, and a volunteer for various school and community functions.

After high school graduation, I plan to earn a degree in Computer Technology and enhance my skills by working for a business in the computer field.