

# MARC STEEL

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To Whom It May Concern:

Please accept this cover letter and resume as an application for a position in Website and Intranet Development. With solid skills in Web site development and support, systems maintenance and user training, I possess the core qualifications you seek. Beyond these skills, you will find that my commitments to teamwork, quality and innovation will truly be an asset to to your organization and help your team continue to succeed.

Throughout my career I have been valued for various talents, including:

- **Solutions-oriented approach** combined with broad-mindedness and adaptability to proactively seize upon opportunities to improve professional relationships and enhance products.
- **Solid leadership, training and liaison skills** facilitated by enthusiastic and engaged interpersonal communication style.
- **Extensive technical abilities** including programming, hardware, software and network support with proven strengths tailoring technology solutions to achieve diverse client requirements.

While in my previous position as Web Master for GN Diamond I spearheaded the creation, expansion and improvement of numerous Web-based portals that have significantly advanced workplace efficiency and increased Web site visibility. In only 2 years I single-handedly spearheaded conception, development, creation and support for 4 high-volume company websites that have successfully advanced sales and increased accounting and management efficiency. These achievements were aided by the broad experience I gained while leading numerous Web site and database design projects for my previous employers and teaching technology courses for Berkeley Technology Training. As you will find in my resume, these are only a few of the many strengths I offer your organization.

Please feel free to contact me at your convenience. Thank you for your time and consideration.

Very truly yours,

Marc Steel

Enclosure