

COVER LETTER

Jane Leighton
15 Central Avenue
Mesa, Arizona 85201
602/975-6748
November 10, 1992

Mr. Henry Charles
Datalink Products
1236 La Cienega Boulevard
Los Angeles, California 90035

Dear Mr. Charles:

Recently I have been researching the leading local companies in data communicates. My search has been for companies that are respected in the field and who provide on-going training programs. Datalink Products repeatedly comes up as a top company.

I am an experienced voice and data communications specialist with a substantial background in IBM environments. If you have an opening for someone in this area, you will see that my resume demonstrates a person of unusual dedication, efficiency, and drive.

My experience and achievements include:

- The complete redesign of a data communications network.
- The installation and troubleshooting of a Defender II call-back security system for a dial-up network.

Enclosed you will find a copy of my resume for your review. I welcome the opportunity to examine any of the ways you feel my background and skills would benefit Datalink Products.

Thank you for your time and consideration. I look forward to hearing from you shortly.

Yours truly,

Jane Leighton