

Your present address  
City, State, ZIP  
Date

Martin Shoffle  
Director of Information Technology  
QVC, Inc.  
4356 Main Street  
West Chester, PA 19063

Dear Mr. Shoffle:

I have read with great interest the position listed on your corporate website for database administrator-DB2. The concept of an international virtual shopping mall fascinates me and I look forward to working in a fast-paced environment. With this letter and the attached materials, I would like to formally apply for this position in your West Chester, PA location. Upon graduation from The Pennsylvania State University's School of Information Sciences and Technology (IST) in May 2003, I will be relocating to the Philadelphia area.

While enrolled in the IST program at Penn State, I have had extensive experience using DB2 in much of my coursework. My internship last summer at McNeil Consumer Products has further strengthened my skills in being able to participate in and carry out complex data analysis and database management activities. Among the qualifications you list in your position description, you seek someone with excellent verbal and written communication skills, teamwork, project management skills and someone who is self-motivated. As detailed on my resume, I believe my academic, extracurricular, and work experiences meet your expectations. My coursework at Penn State involved extensive teamwork, utilizing project management skills and engaging in formal presentations at all levels.

I look forward to talking with you in more detail regarding my interest in working for QVC. If I do not hear from you beforehand, I will be traveling to the Philadelphia area in the next two weeks and will contact you by phone to see if you require any additional information about my qualifications.

Cordially,

Jason R. Smith

Enclosure