

March 1, 3000

Mr. Dennis Turner, Director
ABC-123 Company
12345 North Street
Timbuckthree, CA 98765

Dear Mr. Turner:

I am applying for the Office Position that was advertised in the Timbuckthree Amazonian on Monday, February 28. During the last two years, I have worked as an Intern in major offices throughout our community. I am confident that these experiences, my skills and abilities qualify me for this position.

Currently, I am attending Timbuckthree High School where I have completed three Business procedure courses dealing with filing, word processing, office organization, and receptionist duties. Further, I have worked during shadow days and community classroom activities in a medical, real estate, and warehouse offices where I performed these duties. I am comfortable working with people, using the phone, and learning new methods and procedures. While working in the warehouse office, I contacted and worked with your office personnel in completing their orders.

Please telephone me to set up a personal interview. I can be reached at my home phone: 111.111.1111 any afternoon after 3 p.m. In case I am not home, please leave a message on my recorder. If I do not hear from you by March 8, I will call your office to check on the status of my application.

Sincerely,

Mary A. Jones

Mary A. Jones
1213 N. First Street
Timbuckthree, CA 98765