

LETTER OF INTRODUCTION, 11th - Post-Secondary Example

[Return as necessary]

March 1, 2000 (*quadruple space*)

Mr. W. "Bob" Reedy, Executive Director
ABC-123 Company
12345 North Street
Timbuckthree, CA 98765 (*double space*)

Dear Mr. Reedy: (*double space*)

I am applying for the office position advertised in the Monday, February 28, Timbuckthree Amazonian. I am seeking employment in a company, which offers advancement possibilities, and your company allows their employees these opportunities. I am confident that my acquired abilities, education, experiences, and skills satisfy your requirements for this position. (*Double space*)

You will notice from the enclosed resume that I have graduated from Timbuckthree High School and am continuing my education at Timbuckthree Community College. My educational focus is in office systems (*your focus area*). With the knowledge and skills I have acquired (*or describe your specific skills here*) in my (*occupational experiences and/or course of study*), I feel I am qualified for this position. I have been involved with the Salvation Army for the past two years as a committee chairperson. (*Double space*)

Please telephone me to set up a personal interview. I can be reached at 111.1111 any afternoon after 3 p.m. If, I am not home, please leave a message on my recorder. Alternately you may use my email address majones@internet.com. If I do not hear from you by March 8, I will call your office to check on the status of my application. (*Double space*)

Sincerely, (*quadruple space*)

Mary A. Jones

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