

2" TM

805 Round Mountain Drive
Cameron, AZ 86016-0216
April 30, 20--

QS

1" LM

Ms. Jodie Neault
Adventure Fitness
5792 Miles Road
Cameron, AZ 86016-3762

DS

Dear Ms. Neault:

DS

I am applying for the part-time position at Adventure Fitness. When I showed the employment announcement to my keyboarding teacher, she recommended that I apply for the position. Several of my friends and classmates have expressed their excitement about using the facilities at Adventure Fitness.

DS

Currently, I am enrolled in a keyboarding course at Cameron High School. We practice using the computer with word processing software. I use my word processing skills often in preparing school research projects and writing personal letters. My assignments are always up to date, and I require very little direction in completing keyboarding lessons. I have had instruction in using the telephone and sending e-mail messages. I communicate with my friends regularly through e-mail messages. If I am employed at Adventure Fitness, I will enjoy working as a team member.

DS

My school activities have helped me develop skills in getting along with others. The opportunity to work in a school office has provided me with an appreciation of office work.

DS

I would appreciate an opportunity to interview for the position. You may call me at (928) 555-0156.

DS

Sincerely,

QS

Clara C. McGaffin

Print Preview