

SAMPLE LETTER IN RESPONSE TO AN AD

SALLY BALDWIN
1345 Main Street
Monks Corner, New Jersey 78095
(607) 247-0976

January 15, 1988

Ms. Carol Smith
Personnel Manager
Apparel Incorporated
Monks Corner, New Jersey 78095

Dear Ms. Smith:

Please consider me for the job of data entry operator which you advertised in the Monks Corner Herald on January 12, 1988.

I have over seven years of experience in data entry at Bloome Products, and can operate a variety of PC equipment. Additionally, I am a dependable worker with a five year record of perfect attendance.

I would very much like to interview for this position. I will call you next week to schedule an appointment.

Sincerely,

Sally Baldwin