

Sample Letter with Letter Head

HEIDI H. KRINGLE

**1234 Toleam Avenue, Meadville, PA 16335
555-555-5555 hshore02@careersuccess.ins**

September 21, 2015

Mr. Jared Bill
Austin Office Supplies
1122 Friendly Road
Meadville, PA 93725

Dear Mr. Bill:

I recently spoke with Gene Armstrong, an employee at your company, and he recommended that I send you a copy of my resumé. Knowing the requirements for the position and that I am interested in working at this type of establishment, he felt that I would be an ideal candidate for your office assistant position.

My personal goal is to be a part of an organization such as yours that wants to excel in both growth and profit. I would welcome the opportunity to be employed at Austin's Office Supplies since this is the largest and best-known office supply company in the city. Your company has a reputation of excellent products and service.

Austin's Office Supplies would benefit from someone such as I who is accustomed to a fast-paced environment where deadlines are a priority and handling multiple jobs simultaneously is the norm. As you can see on the attached resumé, my previous jobs required me to be well organized, accurate, and friendly. I enjoy a challenge and work hard to attain my goals. Great customer skills are important in a business such as yours.

Nothing would please me more than to be a part of your team. I would like very much to discuss with you how I could contribute to your organization with my office skills and my dependability. I will contact you next week to arrange an interview. In the interim, I can be reached at 555-555-5555.

Sincerely,



Heidi H. Kringle

Enclosure