

Sample Letter of Application

703 Clark Avenue
Morgantown, WV 44411

May 15, 20--

Vice President of Customer Service
Morgantown Mercantile Company
224 Market Street
Morgantown, WV 44411

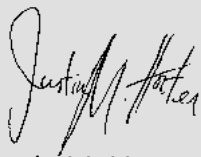
Dear Vice President of Customer Service:

I am applying for the position of Customer Service Manager that you advertised in Sunday's *Morgantown City Journal*.

In June, I will graduate with an associate degree from Pittsburgh Junior College, where I have been studying communications. While attending school full-time, I have also participated as a member of my college's debate team and public speaking club and have worked part-time as a customer service associate at Emory's Department Store. In my two years at Emory's, I have earned company honors for my customer service record. More details of my work experience are listed on the enclosed résumé.

With my combination of education and experience, I believe that I would be an asset to your customer service department. I am available for an interview at your convenience, and I look forward to hearing from you soon.

Sincerely,



Justin M. Horter