

Mary A. Ford
555 Faketown Rd.
Faketown, TX 55555

Sender's Address

August 22, 2013

Date

Dorothy Rogers
President, Faketown Insurance
556 Faketown Rd.
Faketown, TX 55555

Inside Address

Dear Ms. Rogers,

Salutation

I'm writing to apply for the Office Assistant/Receptionist position (Job ID 12650264) that was posted on faketownjobs.com. As my attached resume shows, I am well qualified for this position due to my extended experience with serving customers, completing office duties, and performing historical research.

I funded my way through college by working in several different positions, each one requiring me to interact regularly with customers. Most recently, as a member of the Faketown Public Library staff, I was specifically asked to work at the information kiosk due to my personable nature and ability to help patrons find the books and information they were looking for.


In each of my jobs I've dealt with cash registers, monetary transactions, and computer software. Particularly, as a bank teller, I was entrusted with the deposit, withdrawal, and transfer of thousands of dollars daily, and I always performed my job to the satisfaction of my employers. Other jobs had me handle inventory, set up displays, and master specialized software, experiences I'd be happy to discuss in an interview.

Perhaps the thing that most qualifies me for this job is my love of and experience with history and historical research. As a recent college graduate, I've spent the past few years becoming intimate with internet research techniques and am now comfortable finding and integrating source material into my own writing. I'm especially interested in Texas history; I wrote a paper last year in which I used primary documents—the letters of Sam Houston—to make my argument. Working in a museum setting would allow me to indulge my love of Texas history while continuing to develop my academic skills.

Thank you for taking the time to review my resume. I look forward to hearing from you soon, and would be gratified if you would grant me an interview for this position. I can provide any additional materials you need and can provide references upon request.

Thank you,

Complimentary Close



Signature

Mary A. Ford
555-555-5555
mary.ford@email.com