

September 15, 20—

Ms. Kay Brewer, Personnel Director  
Blanchard Computer Systems  
2189 Dace Avenue  
Sioux City, IA 51107

Dear Ms. Brewer:

Please consider me as an applicant for the position of data records operator advertised in the September 13 edition of the *Sioux City Press*.

In May I will graduate with an A.A. degree in Office Systems from West Iowa Business College. My enclosed resume shows that I have completed courses in Excel, Access, and Microsoft Word. I also have considerable experience in working on the Internet. The skills I gained in using these software packages and in accessing the Internet will be extremely useful to your branch office in Sioux City.

The position with your company is very appealing to me. If you wish to interview me for this position, please call me at 402-555-7256.

Sincerely,

Arlene F. Jefferson  
1842 Amber Road  
Wayne, NE 68787

Enclosure