

August 10, 20—

Personnel Director
Arlington Communications
2403 Sunset Lane
Arlington, TX 76015-3148

Dear Personnel Director:

Please consider me as an applicant for a position with Arlington Communications. My strengths have always been in the communication arts, as you can see on the enclosed resume, which lists a number of courses in English, speech, and communication technology. The two part-time jobs I held during the summer months at your company convinced me that Arlington Communications is the place where I want to work.

If you would like to interview me for any possible openings this summer or fall, please call me at 903-555-2340. I look forward to hearing from you.

Sincerely,

Kenneth R. Diaz
105 Royal Lane
Commerce, TX 75428

Enclosure