

September 12, 20—

Ms. Carole Rothchild
Personnel Director
Arlington Communications
2403 Sunset Lane
Arlington, TX 76015-3148

Dear Ms. Rothchild:

It was a real pleasure meeting with you yesterday and learning of the wonderful career opportunities at Arlington Communications. I enjoyed meeting all the people, especially those working in the Publications Division. Thank you for taking the time to tell me about the interesting start-up history of the company and its location in Arlington.

I believe my experience and job skills match nicely with those you are seeking for a desktop publishing individual, and this position is exactly what I have been looking for. You may recall that I have had experience with all of the equipment and software that are used in your office.

Please let me hear from you when you have made your decision on this position. I am very much interested in joining the professional staff at Arlington Communications.

Sincerely yours,

Kenneth R. Diaz
105 Royal Lane
Commerce, TX 75428