

April 15, 20--

Mr. Blair N. Scarborough
Wyatt Insurance Agency
2834 International Blvd.
Fort Worth, TX 76390

Dear Mr. Scarborough:

My adviser, Dr. Bonnie Allworth, mentioned to me that you have an opening for a computer specialist in your Denton office. I would like to be considered as an applicant for that position.

My extensive training and experience in using various software programs are ideal for the position you have open. As a student at Texas State University, I won two national awards in computer programming competition. Also, as my enclosed resume indicates, I have completed several computer courses that uniquely qualify me for the computer specialist position at Wyatt Insurance Agency.

At Texas State University I took an active leadership role as president of the local chapter of Phi Beta Lambda. In my junior year I was treasurer of my campus fraternity, and during my senior year I was elected class president. These activities have provided me with valuable leadership and teamwork skills that I hope to demonstrate at Wyatt.

I am very interested in working for Wyatt Insurance Company. I will telephone your office later this week to arrange an interview with you at your convenience. If you would like to speak to me prior to that time, please telephone me at my home number, 901-555-3203, after 5 p.m. or e-mail me at pmcclean@stu.edu.

Sincerely,

Pat R. McClean
894 Cremans Avenue
Fort Worth, TX 76384

Enclosure