

March 10, 20--

Mrs. Denise F. Klenzman
Director of Human Resources
Cole Enterprises
3714 Crestmont Avenue
Norman, OK 73069

Dear Mrs. Klenzman:

Please consider me an applicant for the position of computer systems coordinator with your firm. I became aware of the position through a friend who is an employee at Cole Enterprises.

I have been employed at Selkirk & Associates since graduating from high school in 2001. During this time I have also earned an associate in business degree at Lawton Community College.

The enclosed resume shows that I have had several courses in computer application software and office systems. I am confident that my educational background and my computer systems experience make me highly qualified for the position with your firm.

You may call me for an interview at 405-555-3039.

Sincerely yours,

Timothy J. Robinson
5816 Foxfire Road
Lawton, OK 73501

Enclosure