

January 15, 2015

ABC Electronics
1234 89th Avenue
Anytown, IN 46300
Attention: Mrs. Richardson

Please note that on modified block form,
the date, closing and signature is
indented seven (7) tabs.

Dear Mrs. Richardson,

In response to your recent advertisement for a sales representative, I respectfully submit my resume for your consideration.

I have always had a high respect for your industry and have always wanted to be part of the technology that you offer to customers. My future plans are to be in software engineering and I believe that the experience I would gain working at your store will help jumpstart my career.

As a full time student at Merrillville High School, I have learned self-discipline and multi-tasking to earn the best grades possible. I am hard working, punctual and have the respect of my teachers and fellow students. My attached resume shows my knowledge, skills and aptitude that I think would qualify me to work for your company. If you have any questions, please do not hesitate to contact me.

Thank you for your time. I hope to hear from you soon.

Sincerely,

*Sign your name in black or
blue ink in this space*

John Smith
987 Highlow Road
Merrillville, IN 46410
Email: jsmith@gmail.com

Enclosure: resume