

John Nash
123 Main Street
Fort Wayne, IN 46801

Tuesday, December 14, 2010

Mrs. Jane Brown
Human Resources Processor
ACME Sales Corporation
123 Enterprise Street
Fort Wayne, IN 46802

Dear Mrs. Brown:

I am writing to you in response to your job posting # 123456 in the January 17 edition of the Fort Wayne News Sentential. Your posting was brought to my attention by your production manager, James Marcos, who felt that I would be an especially good match for your needs.

Your listing says that you need someone with a business degree and at least two years of practical experience in manufacturing: I have a Bachelor of Science in Business Administration from Indiana University and five years of manufacturing experience as a production supervisor at the Fort Wayne Taffy factory. The process we used to combine peanuts with the taffy substrate is very similar to the process for particulate addition in ice cream after it passes through the barrel freezer.

A letter and resume can only tell so much about my motivations and qualifications. I would welcome the opportunity to discuss my background with you in person and would travel to Columbia City at my own expense to do so. I will call you at the end of next week to confirm an appropriate date and time.

Sincerely,

John Nash

Enclosure: resume