

January 18, 2011

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EP Clothing  
Attn: Mr. Bob Boss  
500 S. Hornet Way  
Tuscola, IL 61953

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Dear Mr. Boss:

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My name is Susie Summers and I recently discovered the advertisement for the administrative assistant opening at EP Clothing. I am really excited about the opportunity of working for such a successful company. I have worn your clothing before and I have always been impressed with the comfort and quality. I would be so proud to be employed by EP Clothing.

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I do not have a great deal of working experience, but I am more than willing to learn. I have always worked very hard in school and received good grades throughout my academic career in Tuscola. My references on the application would surely agree that I am a hard worker and bring a positive, energetic attitude to the classroom. I am involved in basketball, volleyball, and student council at East Prairie Middle School in Tuscola. This shows that I can be involved in many things and still maintain a good GPA.

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I can be reached at the phone number or email provided in the application. I am looking forward to the possibility of meeting you in the future and having a position at your wonderful company. Thank you so much for your consideration.

Sincerely,

4x

Susie Summers