Carson Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · carson.applicant@email.com

September 1, 2018

Preston Lee

Manager

Acme Insurance

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

I am writing to apply for the position of part-time Front Desk Receptionist as posted on LocalJobs.com. After reading the posting, I’m confident I would be an excellent fit for your office. In addition to my experience as a receptionist, last summer I worked as a night auditor at a local hotel.

I’m currently a sophomore at Northern University, and my schedule would fit the role well because I have nights and weekends free. When I was in high school, I worked as a part-time receptionist for a local dentist. I’m particularly proud that I was given the responsibilities of a receptionist at such a young age. I learned how to work with people, answer phones, schedule patients and answer many of their questions.

I’ve attached my resume so you can see my current education, goals, and experience. My email is myname@myemail.com, and my cell phone is 555-555-5555. I would like to schedule a time to discuss the job opportunity.

Sincerely,

Carson Applicant (signature hard copy letter)

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