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DATE → September 14, 1994

QS

INSIDE ADDRESS

Ms. Alexandria Holt
Personnel Director
McLean Consultants, Ltd.
603 Ashbourne Drive
Baton Rouge, LA 70815

DS

SALUTATION Dear Ms. Holt:

DS

Ms. Georgia Harris, Placement Director at Monroe Community College, told me of the opening in your company for a word processing operator. I would like to apply for that position.

DS

As indicated on the enclosed resume, I am currently enrolled in the secretarial science program at Monroe Community College where I will graduate in November. My expertise with several kinds of word processing equipment and software will enable me to make real contribution to your company.

DS

May I have an opportunity to discuss my qualifications with you? You may telephone me at (318) 985-1770.

DS

COMPLIMENTARY CLOSING → Sincerely,

QS

CLOSING LINES

Mr. John Montgomery
111 Lake Shore Drive
Lake Charles, LA 70601

REFERENCE INITIALS → **DS** jk

ENCLOSURE NOTATION ▶ Enclosure