15th July 2009  
Mr. Samuel John  
Human Resources Manager,  
Keystone Engineers,  
Norwalk, CT 06850

Dear Mr. John,

This is in response to your advertisement in the Connecticut Post seeking applications for the post of data entry clerks in your esteemed office, for which I submit my application.

With about 3 years experience in a similar post with Andy Murray Associates, I feel that I am highly suitable for the above post. I am very meticulous about my work. Accuracy and speed are my strong points. In addition, I am well versed in the technical software used by your organization and pride myself in being able to deliver under high pressure situations.

I am available for an interview and you can contact me on (203) 546-7890 at your convenience.

Thank you for taking time to consider this application and awaiting your favorable response at the earliest.  
Yours sincerely,

Sharon James

Encl. CV