July 29, 2009

Mr. Percival Hayes

Hiring Manager

Musket Hills University

254 University Avenue

Hollywood, CA 23154

Dear Mr. Hayes:

As I have read from the online California Classified Ads, your company is in need of an alumni secretary to coordinate and direct activities of the alumni association of the university. I consider myself eligible for the job since I am a 1996 graduate of Musket Hills University and I am more than willing to go back work at my Alma Mater.

I am writing this letter to express my interest in applying for the employment opportunity and my willingness to have a personal meeting to discuss necessary concerns. I believe that my secretarial skills and good communication with the alumni and the public would be very beneficial to the interest of the school.

I would appreciate if you can contact me as soon as possible. I can drop by your office at your convenience anytime this week. You can give me a call at (664) 345-6743 and I will get right back to you. I have also enclosed my resume and the necessary credentials for your assessment.

Thank you for considering my application.

Sincerely,

Sarah McMillan

Enclosed Resume