Stanley West,

Montana

December 08, 1999

Mr. Adam Baker,

Recruitment Manager,

Lanco Group of Companies,

Montana, USA

Dear Mr. Baker,

My name is Stanley West and I am a Computer Engineer by profession. My friend and associate Mr. Lincoln Hardy mentioned that you are on the look out for software engineers for your firm. In this regard I submit to you my candidature.

I have a degree from University of California and I have an experience of working with Drep Solutions for a period of two years. I have enclosed my CV and a recommendation letter from my former employer. In this regard I wish to meet you for an interview for the said job. I will gladly contact your office for an appointment for the interview. I aspire to work for your firm and for a close association with you.

Thanks in advance for considering my request for an interview.

Sincerely,

Stanley West

Enclosed (2)