Mr. Aaron Simpson

1111 North Central Avenue  
Phoenix, Arizona 85004-4563

March 19, 2010

Mr. Raymond Stanford

Human Resources Officer

Arizona School

Dear Mr. Stanford,

I came across your advertisement in the national daily yesterday and I would like to apply for the position of librarian which you are looking to fill.  I have enclosed my application letter and resume as per the requirements you have stated in the advertisement.

I believe that I am highly qualified for the post.  I am a graduate of Library Science from a well-known institution where I also took up graduate studies in the same field.  I have work experience as a librarian for three years where I was cited for an excellent performance.  I am adept at the computer programs required for the job and I also have good interpersonal skills.

Please contact me at (602) 364 81111 for more information.

Thank you.  I hope for your affirmative response.

Sincerely,  
Aaron Simpson