

Bob Barley

6789 Number Street
Cortez, CO 81321
970-555-5555

June 7, 2004

Mr. Jeff Jefferson
Manager
730 East Alamo Street
Job City, CO 88888

Dear Mr. Jefferson:

Attached is my resume. I am responding to your job announcement in the Cortez Journal for a carpenter. I have been a carpenter for four years, but I've been building things since I was five. I hope you will consider me for the job you have open. I can give you references to support the quality of my work. I look forward to hearing from you soon.

Please let me know if I can provide any additional information.

Sincerely,

Bob Barley