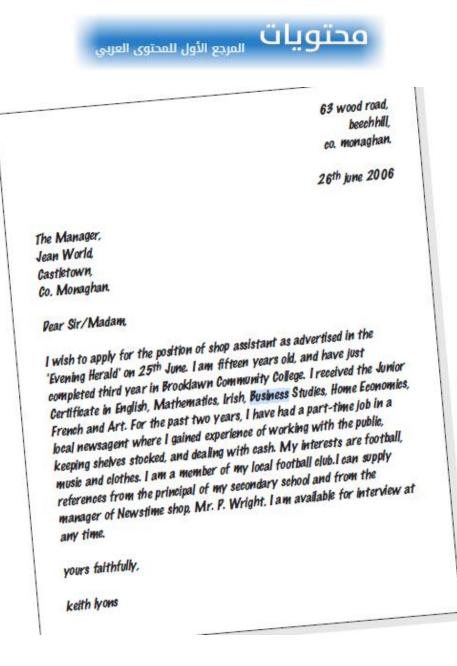
## **Business letter samples**



	99 Thornbush Grove.
	Riverside,
	Jamestown,
	Publin 8.
	26th June 2008
he Manager,	
lac's Superstore,	
ed Lane,	
ublin 8.	
lear Sir/Madam	
I wish to apply for the position of shop	assistant as advertised in the
I wish to apply for the position of shop	assistent
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l enclose a copy of my Curriculum Vita	a side my personal details and
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Land Facord	
Ellipter i rot and a second	in a supermarket
As you will see, I have had some expendence of the set	rience of working nosition.
As you will see. I have had some exper and that is why I am particularly int	erestea in tras position
I am available for interview at any t	time.
Yours faithfully,	
Kenneth McCarthy.	
Kenneth McCarthy.	

6123 Farrington Road Apt. B11 Chapel Hill, NC 27514 January 11, 2005

Taylor, Inc. 694 Rockstar Lane Durham, NC 27708

Dear Human Resources Director:

I just read an article in the *News and Observer* about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train users to work with new systems.

I will be happy to meet with you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (919) 233-1552, or at krock@devry.alumni.edu.

## Your Company Logo and Contact Information

January 11, 2005

Brian Eno, Chief Engineer Carolina Chemical Products 3434 Pond View Lane Durham, NC 27708

Dear Mr. Eno:

Enclosed is the final report on our installment of pollution control equipment at Eastern Chemical Company, which we send with Eastern's Permission. Please call me collect (ext. 1206) or email me at the address below if I can answer any questions.

Sincerely,

Nora Cassidy Technical Services Manager ncassidy@company.com

Enclosure: Report