

Pat Persons
1000 Somewhere Court
Anytown, IN 47000

J. Robert Burns
Production Manager
Jones Electronic Widget Design & Manufacturing, Inc.
4000 Manufacturer's Way
Near City, IN 47000

March 1, (Year)

Dear Mr. Burns,

I believe my solid experience as the manager of a 12-person production team that increased output by 32 percent under my leadership makes me an ideal candidate for Shift Supervisor in Jones Widget's Near City Plant.

I would welcome the opportunity to discuss with you exactly how my experience could help Jones Widget successfully meet its need for production growth as your new Shift Supervisor.

May I call you the week of the 19th to set up a time we can meet? Or if you wish, I would welcome a call at home at (317) 555-0000 to set up a time at your convenience.

Sincerely,

Pat Persons
Clean Room Manager
Smith Optic Circuitry Lab

Enclosure