

Your Name  
Your Street Address  
City, State Zip Code  
Phone number Email Address

June 2, 2021

Mr. Fredrick Myers  
Human Resources Manager  
Cutco Cutlery Corporation  
1116 East State Street  
Olean, NY 14760

Dear Mr. Myers

As a reliable and enthusiastic high school student, I am applying for the Receptionist/Data Entry Clerk position at Cutco Cutlery. I believe I have the skills and enthusiasm needed to perform the job effectively.

As can be seen in the attached resume, I am proficient in using Office 365. I am also an excellent typist. Presently I am typing **XX** words per minute with great accuracy.

Throughout my school life, I have been an active participator of various community-based activities, including volunteering in various public service campaigns. My teachers have always commended my interpersonal and communication skills, which will also come in very handy in the role of a Receptionist/Data Entry Clerk.

I would like to meet with you to discuss my qualifications in relation to your requirements. You may reach me at **585-567-8545** to set up a mutually convenient interview date and time. I will follow-up on my application next Monday.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely

Your Name

Enclosure