

May 24, 2021

Mr. R.J. Buckley
Director, Human Resources
Eagle Manufacturing Company
29 East Front Street
Gary, NY 46409-0081

Dear Mr. Buckley

Mr. Kelley, Guidance Counselor at Fillmore Central School, mentioned that you have several positions open for data-entry clerks. Please consider me an applicant.

You are looking for people who can keyboard accurately and who have knowledge of word processing and spreadsheet software. As you can see from the enclosed resume, I have the skills for which you are looking:

- Keyboarding speed of **50** wpm with accuracy
- Working knowledge of MS Word
- Previous experience in data entry

I would like to work for Eagle Manufacturing and would welcome the opportunity to discuss my qualifications with you. I am available for an interview at your convenience. You can reach me at **585/567-2251**.

Sincerely

Tricia Ellsworth
5934 Botsford Hollow Road
Fillmore, NY 14735

Enclosure