

1032 West 8 Street
Erie, Pennsylvania 34567
January 15, 1999
(555) 434-7890


Mrs. Alfreda Minton
Manager of Sales Division
Speedo Sump Pumps
233 Grant Road
Ellington, Connecticut 06044



Dear Mrs. Minton:



I just read your classified ad in National Sales Opportunities about a position in sales management at Speedo Sump Pumps. I would very much like to apply for that position as I feel I am well qualified to lead Speedo Sump Pump's sales force into the next millenium.



I have read a great deal about the growth of Speedo Sump Pumps in Small Business Quarterly, and I am very excited about the possibility of working for one of the most dynamic companies in New England. I know a great deal about sump pumps, having studied them extensively in college. I would also like very much to return to New England, where my family has its roots and where I still have many relatives. My resume is enclosed.



I will be in the Ellington area next week, and I'm hoping I could stop in to meet you and arrange an interview. I would be available that entire week. I shall give you a call at the beginning of the week.

Sincerely,



Charles Dogsbreath

Charles Dogsbreath

Enclosure