

100 State Street
Pittsburgh, PA 15201
Current Date

Ms. Jane Young
Personnel Director
Philip Morris, Inc.
1000 Fifth Avenue
New York, NY 10011

Dear Ms. Young:

I am writing in response to the advertisement in the March 9 (*current month and day*) issue of Newsday for an Administrative Assistant in the Personnel Department. I would like to be considered as an applicant for this position.

I am a recent graduate of The Computer Learning Center, where I completed a 400-hour certificate program entitled "PC Specialist Plus." I believe I have the credentials you are seeking. As indicated on the enclosed resume, I am able to operate software for IBM personal computers, which include Word Perfect 5.1 and Lotus 1-2-3.

I am able to maintain a file management system and have received special training in communications. Based on my newly acquired skills and administrative experience, I would like to negotiate a salary in the range of \$20,000-23,000.

I am anxious to meet with you to discuss the possibility of being considered for this position. You can contact me at (516) 555-1212. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Cathy Simpson

Enclosure