

**Raymond Reid**  
898 Delsie Dr.  
Grants Pass, Or. 97527  
408-784-9018

August 21, 2015

Human Resource Manager  
Oregon Retina Center  
1867 Williams Hwy.  
Grants Pass, Or. 97527

Dear Human Resource Manager:

In response to your recent advertisement, please accept this letter in application for the Practice Manager position currently available within your company.

As you can see from my enclosed resume, my degree in Business Management, as well as my diverse retail manager skills, make me a strong candidate for this position.

I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for your consideration.

Respectfully yours,

Raymond Reid

Enclosure: Resume