To: Bob Pope

From: Gabrielle Menders

Subject: Searching for a job

Dear Mr. ,

We talked a couple weeks back at the chamber of commerce event. I was the one looking for a summer internship and had a zit on my lip. Maybe that helps to recall.

I’d really like to come work for your IT business. You seemed like a cool person to work for. I’m available to start working on Monday, but I am taking my driver’s test in June and have to study and go an hour and half away. And my grandmother has bad gas and sometimes I have to take her to the doctor. So I’ll miss a few days.

I’ve attached my resume in this email. Please let me know if you have a job opening for me. I can’t wait to work on some computers.

All the best,

Menders