

**David Lopez**  
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Mrs. Joan Smith  
The Wigit Co.  
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Palo Alto, CA 94301  
555.555.6565  
[jsmith@wigit.com](mailto:jsmith@wigit.com)

Dear Mrs. Smith

My name is John Doe and I'm grateful for the opportunity to apply for the open wigit sorting role at your company. After reviewing your job description, it's clear that you're looking for a versatile candidate to handle the numerous and varied responsibilities associated with this role. Given these requirements, I am certain that I can meet and exceed all expectations.

I am a highly motivated high school student (3.8 GPA) who has consistently been praised as hardworking by my teachers and peers. During the course of my academic career, I also managed to accrue nearly 2 years of work experience sorting oranges. I had the privilege of working for Fred's Orange Grove in an orange sorting role, where I learned valuable professional skills such as color recognition and size determination. Whether working on academic, extracurricular, or professional projects, I apply proven sorting skills, which I hope to bring to the role at your company.

After reviewing my resume, I hope you will agree that I am the type of skilled and resourceful candidate you are looking for. I look forward to elaborating on how my varied skill sets and abilities will benefit your organization. Please contact me at 559.555.1234 or via email at [thedoe@gmail.com](mailto:thedoe@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Respectfully