

2891 Broadway Ave.
Twin Falls, ID 83301
April 21, 2001

Mr. John Brown
Personnel Manager
Magic Valley Department Store
P.O. Box 2198
Twin Falls, ID 83301

Dear Mr. Brown:

Please consider me for the position of bookkeeper with your store as seen on Personnel.com on April 20, 2001. In May I will have completed the Computerized Bookkeeping program with an Associate of Applied Science Degree from the College of Southern Idaho.

The enclosed resume shows that I have a good working knowledge of general office procedures and am capable of keeping a full set of books, preparing financial reports for management, and maintaining payroll records. The training has enabled me to utilize microcomputers in performing these duties. I also had the opportunity to apply some work skills in the bookkeeping department of the Business Office at the College of Southern Idaho as a work-study student.

I am available for an interview at your convenience and will call later this week to make an appointment. I look forward to meeting with you to discuss my qualifications further. Thank you for your consideration

Sincerely,

A handwritten signature in black ink, reading "William J. Christain". The signature is written in a cursive style with a large, stylized initial "W".

William J. Christain