

*Insert Today's Date Here*

Ms. Heather Parker  
5723 South Taylor Lane  
Salt Lake City, UT 84121

Dear Ms. Parker:

We received your email about any job openings we might have at Applied Systems for an office worker. In fact, we will have several openings within the next few weeks as we are expanding our Salt Lake division to include another site in Murray.

We require an application and a resume. Please send us your resume listing your education and experience. After we receive your resume, we will contact you about an interview. The interview meeting will last about one hour. The first part of the interview process will be completing an application and writing sample. The second part will be a meeting/interview with a personnel manager.

We are anxious to meet with you about a potential position with Applied Systems. Please send us your resume as soon as possible. If you have other questions, please call me at 555-4200.

Sincerely,

Diane Chase  
Personnel Director

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