11800 31st Court North
St. Petersburg, FL 33716

April 7, 2003

Mr. Jack Frost
ABC Company
123 Main Street
Dayton, OH 45408

Dear Mr. Frost:

I am writing to apply for the position of sales representative for your company. I would like to work for a company like yours that has shown growth over the last year. I believe I am well-qualified for this job.

My resume, which is enclosed, will show you that I have quite a bit of experience in sales. I enjoy working with people and have an outgoing personality, which is a benefit to any sales position.

Sincerely,

Jon Smith