

Exercise 13 Set tabs, modified block letter

62 Oak Street
Gloversville, NY 12078

November 7, 2007

Mr. George younger
Personal Director
Long Shot, Inc.
234 Simsbury Drive
Ithaca, NY 14850

Dear Mr. Younger:

Subject: Employment opportunities

I am writing to inquire about job opportunities at Long Shot, Inc. I have recently graduated from the State University of New York at Oswego with a degree in textile design, and I am eager to enter the exciting field of sport apparel.

My qualifications for a job at Long Shots include the above mentioned degree as well as practical experience in the industry. I spent the second semester of my junior year as an intern at a clothing manufacturing company in New York City, and I designed and produce garments for myself and my friends. I also love to golf.

Please take the time to review the attached resume, or pass it on to someone else at Long Shots who may be interested in hiring someone with my qualifications. I look forward to hearing from you.

Sincerely,

Attachment