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Mr. George Younger
Personnel Director
Long Shot, Inc.
234 Simsbury Drive
Ithaca, NY 14850

Dear Mr. Younger

Subject: Employment opportunities

I am writing this letter to inquire about 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 sports apparel.

My qualifications for a job at Long Shot 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 design 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 Shot who may be interested in hiring someone with my qualifications. I look forward to hearing from you.

Sincerely,

Mr. George Younger
Personnel Director
Long Shot, Inc.
234 Simsbury Drive
Ithaca, NY 14850

Attachment