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March 4, 2015

Rosanne Stark  
Production Manager  
KeepKlean Products  
87 E. Rosewood Park  
Santa Fe, NM 87501

Dear Ms. Stark:

I'm writing to express interest in the Production Crew Member – Night Shift position, as mentioned in the online job posting service JobWorks.Inc.

My work ethic allowed me to work 15 hours a week at a part-time job while I was a fulltime high-school student and I still participated in extracurricular activities. I work well as part of a team, but I'm also self-motivated to do my best work. We completed 12 service activities as a group for the Rotaract Service Club in high school, but I accomplished an overhaul of a website for a local business—a project totaling over 40 hours—on my own.

I would love to interview for this position, and will follow up in a few days to confirm that you've received my resume. In the meantime, you can reach me at (123) 456-7890.

Sincerely,

Gwen Findor