

Sample Business Letter

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Punjab - 140412
(919) 233-1552
sam@gmail.com

January 25, 202
Taylor, Inc.
694 Rockstar Lane
Durham, NC 27708

Dear Human Resources Director

I just read an article in the News about your new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that your company produces both in-house and customer documentation. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of Punjab University with a Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train users to work with new systems.

I will be happy to meet with you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (919) 233-1552, or at sam@gmail.com

Sincerely,
Sam

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