17464 WCR 15

Platteville, Colorado, 80651

October 20, 2010

Mrs. Sharon James, Sales Representative

Store 1434-210

210 Ken Pratt Blvd., Suite 140

Longmont, CO 80501

Dear Mrs. James:

I am applying for the cashier position at the store location in Longmont Colorado on Ken Pratt Blvd. I was looking for a part time position as I finish my high school career. I have all the qualifications for this position.

I have the knowledge to be a cashier at Staples. When it comes to your company I would be a valuable employee. I have had previous experience with working with different types of people. I have worked with kids and young adults who have special needs. This experience has taught me to be patient. I have learned from this program that you have to come at different situations different ways. Everyone has a different way in learning something. With this experience I know I will be beneficial to your company.

I am a senior at Roosevelt High School and will be graduating in May 2011. I plan to continue my education beyond high school. I have been taking business classes my whole high school career. I have taken word processing, accounting, and general business. I also have taken math courses, algebra 2 and pre calculus. I have learned skills that will help me be successful at this job

I would like to request an interview so you can further get to know me and how I work with others. I am available at anytime. I can start immediately. If you will contact me, I am available at (970)397-1904 or [leonard\_kenzie@live.com](mailto:leonard_kenzie@live.com), we can schedule a meeting.

Thank you for your consideration.

Sincerely,

McKenzie Leonard

Enclosure