McKenzie Leonard

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970-397-1904

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November 14, 2010

Andrea Seele

912 N. 4th St.

Johnstown, CO 80534

Dear Ms. Seele:

It was very nice talking to you about the cashier position at staples. This position seemed to fit my skills very well. The way you presented the job I feel that I would be an excellent candidate for this position.

In addition to my hard work, I will be able to communicate well with all the people that come in to the store. I will be able to bring this to the team because my experience that I have volunteering at Front Range Exceptional Equestrians. At this program I have communicated with all types of people, so I know how to approach different situations if one way does not work.

I understand your need for a cashier. My hard work, communication skills and willingness to work will help you increase your sales. Also, I will be an asset to your sales team.

I appreciate the time you took out of your day to interview me. I am very interesting in working for you and look forward from hearing from you.

Sincerely,

McKenzie Leonard