

123 W. Mesa Drive
Cottonwood, AZ 86326
November 7, 2018

Human Resources
Enchantment Resort
525 Boynton Canyon Road
Sedona, AZ 86336

Ladies and Gentlemen:

The position of room attendant at your resort, as advertised in the November 2, 2018 issue of the Verde Independent, is very appealing to me. I believe that I am qualified to fill this opening and would like to be considered for employment.

I possess several skills that I believe qualify me for this job. I have experience cleaning houses; I'm also friendly, dependable, and punctual. I learn easily and can follow instructions quickly and correctly. I have excellent communication skills.

If given the opportunity, I assure you that I will be a valuable addition to your team. I would very much appreciate an interview, and please refer to my enclosed résumé for more specific information. I can be reached by phone at 928-634-1234, or by email at iamastudent@yahoo.com. Thank you for your time.

Sincerely,

Leslie Jackson

Enclosure: Résumé