

**Any Student**

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September 16, 2004

Jackie Turner  
Director of Employment  
Echo Falls Country Club  
12345 Echo Falls Drive  
Snohomish, WA 99999

Dear Ms. Turner:

Please accept my application for the Pro Shop assistant position at Echo Falls Country Club. My resume and references are included for your convenience. As a candidate for this position, it is important for you to know that I would be a terrific asset to your Country Club.

I have worked on golf courses for six years in Craig, Colorado and New Meadows, Idaho. I have assisted in children's golf clinics, introducing them to the fundamentals of the game. I also have experience building and repairing golf clubs. My experience has enhanced my ability to work as a team and communicate effectively with people. As a future employee I offer dedication to customer satisfaction, a willingness to learn and a strong work ethic.

I am excited to join the team at Echo Falls and would like the opportunity to meet with you. I can be reached Monday – Friday after 2:00 pm and anytime Saturday or Sunday at 425-222-3333. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Any Student

Enclosures