

John Smith
209.835.1000
June 1, 2004

Donald Green
General Manager
Hollybuster Video
123 Main Street
Stockton, CA 95202

Dear Mr. Green:

I am responding to your ad in the Stockton Record for a sales clerk position at your Main Street store. I am including my resume for you to review.

I am interested in the sales clerk position but feel I would be a strong addition to inventory control, receiving or shelf stocking as well.

I am a senior at Edison High School and have a 3.0 grade point average. I had my own lawn mowing business for the past two summers where I was responsible for the care of 20 lawns in my neighborhood. I managed my own income, provided great service and was reliable and responsible in my work. I am a movie fan, and regularly rent videos and games from Hollybuster Video.

I can be reached most afternoons and evenings at home, and would appreciate an opportunity to discuss the position in person.

Thank you for your consideration,

Sincerely,

John Smith