

Eric Anderson

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April 6, 2022

Jeremy Lee
Manager
Sarasota Saddlery
123 Business Rd.
Business City, UK 54321

Dear Mr. Lee,

I am interested in the part-time position at Sarasota Saddlery, as advertised in The Sarasotian. I have extensive equine experience as I have worked with horses for over nine years. Not only have I shown and ridden horses, but I have also assisted in multiple barns. Through working with horses, I have acquired a thorough knowledge of horses, tack, and equine apparel for both horse and rider.

While I have equine experience, I also have excellent communication skills and an aptitude for customer service. My experience as a volunteer at Sarasota Hospital made it necessary for me to focus on providing quality customer service, and also enabled me to work with all types of people. I believe that my communication skills, partnered with my equine knowledge, would make me an asset to your company.

Thank you for your consideration. I can be reached at 914-555-1312 or eric.anderson@email.com. I look forward to hearing from you soon.

Sincerely,

Signature (hard copy letter)

Eric Anderson