

**825 West Factory Street
Garland, Utah 84312**

November 22, 2010

**Dr. Terry E. Johnson,
Director of Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041**

Dear Dr. Johnson:

I am writing in regards to the position you are currently hiring for. I believe that I am qualified for this job because of the computer skills I possess. I have gained skills in my computer classes I have taken such as Computer Technology, keyboarding, and Microsoft Word Processing. In these classes I have gained the knowledge of how to write letters, memos, and other business documents. I can also key up to fifty gwam. I also have experience in accounting

I am also very motivated and determined to give my all. Whatever you ask of me as an employer I will fulfill it to the best of my abilities. I believe in accomplishing tasks quickly and effectively. I know what it takes to be a leader and to set an example. As an employee I will represent the company in a professional way both while at work and in my everyday life.

I thank you for taking the time out of your busy schedule to read this letter and review my resume. I will notify you in a few days. Once again thank you for your time.

Sincerely,

Chelsea Oates

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Enclosure