Handout #1

*Editing a Business Letter*

578 Main Street, Suite #34  
 Greenville, VA 12345  
 January 1, 2018

Mr. A. Smith  
Project Management Director  
Franklin Business Solutions  
90 Bent Tree Circle  
Greenville, VA 12345

Deer Mr. Smith:

I am writing to apply for you’re job opening for administrative assistant. Their is no one whom can better represent you’re company then me. You’ll find that my organizational skills, ability to work affectively as a part of a team, and positive work ethic will benefit Franklin Business Solutions.

Many of my classes in high school has helped prepare me for a future in business, expecially the ones I’ve listed on my résumé. Additionally, I do lots of affective administrative functions at my current job, such as filing, answering phones, writing emails, and entering company data. My ability two multitask, represent the company good, and solve problems have helped me secede.

Please except this application for employment with Franklin Business Solutions. My résumé is attached. I would like too speak with you farther about this opportunity and learn additional about Franklin Business Solutions. At you’re convenience, I am available four an interview. I look forward too hearing from you soon.

Sinerely,

Jo Johnson

Jo Johnson

(234) 567-8901