

# Model Business Letter

Adam Russell  
5134 N. Damen Ave.  
Chicago, IL 60625

May 18, 2008

Ms. Carlita Ortiz  
Ortiz Corner Grocery  
4925 N. Lincoln Ave.  
Chicago, IL 60625

Dear Ms. Ortiz:

I recently read in the *Chicago Tribune* that you are taking applications for the position of a full-time checkout clerk. I am very interested in interviewing for this position.

I worked for supermarkets for the previous two summers in similar positions, first at Green Grocers and then at The Granary Foods. My managers always gave me good performance reviews, and I truly enjoy the work.

I currently attend Julius Jones High School, but I am available for work in the evenings and will be available in the summer after June 10, 2008. I can be reached at (773) 555-0653 after 4 p.m. on weekdays. I look forward to hearing from you about this opportunity and thank you for your consideration.

Sincerely,

*Adam Russell*

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