

506 Northwest Highway  
Clovis, NM 88021-1304  
April 30, 20—

Mrs. Sandra Markham  
Director of Human Resources  
Mountain Finance, Inc.  
32 Commerce Way  
Portales, NM 88130-5432

Dear Mrs. Markham

My bookkeeping experience and college degree in Administrative Technologies have prepared me for the position of accounts receivable clerk that you advertised in the *Chronicle* on April 29.

In addition to more than two years of experience as a bookkeeper for a busy sales office, I recently completed an advanced workshop in collection techniques to supplement my college studies. The skills I gained from this workshop will enable me to work more effectively with Mountain Finance's customers.

As you can see from the enclosed resume, my background fits all the requirements mentioned in your advertisement. I would appreciate the opportunity to discuss my qualifications in person. After 2 p.m. on weekdays, you can reach me at (505) 555-0291.

Sincerely yours

**Arnold Richter**

Arnold Richter

Enclosure

**Solicited Application Letter**