

Phil Harmonic
1234 North Boulevard
Federal Way, Washington 98003
Email: Philh@yahoo.com
Home: (253) 123-4567
Cell: (253) 765-4321

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City of Federal Way
3225 City Hall Way
Federal Way, Washington 98003

Reference:

Dear Hiring Manager:

I am interested in the Parks Department Receptionist/Office Assistant position advertised on your flyer that was posted in the career center at Federal Way High School. This position is of interest to me, not only would it provide me the opportunity to utilize my knowledge in Word, Excel, and Microsoft Access, but it would also provide me with an opportunity to act as a spokesperson for the wonderful programs that I have been involved in since I was 7 years old. Additionally, I enjoy working with people and providing good customer service.

Thank you for taking the time to review my resume. I would like the opportunity to meet with you and further discuss how I could contribute to your organization.

Sincerely,

Phil Harmonic