Handout #1

*Editing a Business Letter  
  
ANSWER KEY*

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

Dear Mr. Smith:

I am writing to apply for your job opening for administrative assistant. There is no one who can better represent your company than me. You’ll find that my organizational skills, ability to work effectively as a part of a team, and positive work ethic will benefit Franklin Business Solutions.

Many of my classes in high school have helped prepare me for a future in business, especially the ones I’ve listed on my résumé. Additionally, I perform many administrative functions effectively at my current job, such as filing, answering phones, writing emails, and entering company data. My ability to multitask, represent the company well, and solve problems have helped me succeed.

Please accept this application for employment with Franklin Business Solutions. My résumé is attached. I would like to speak with you further about this opportunity and learn more about Franklin Business Solutions. At your convenience, I am available for an interview. I look forward to hearing from you soon.

Sincerely,

Jo Johnson

Jo Johnson

(234) 567-8901