Matthew J. DeSantis
144 N. Dithridge St., Box 505
Pittsburgh, PA 15213
(412) 681-8317

October 22, 1997

CMU Employment Office
Whitfield Hall
143 N. Craig Street
Pittsburgh, PA 15213

Dear Sir or Madam:

I have recently graduated from Carnegie Mellon University with a degree in Technical Writing. My resume lists the various skills that I have acquired in the past five years. Each skill or application was used for at least two years. Please consider me for the position of Scanner Operator/Data Entry Clerk.

Sincerely,

Matthew J. DeSantis