

123 Main Street
Wethersfield, Connecticut 06109
September 24, 2007

Mr. James Russell
Director of Personnel
Russell's Bakery & Café
50 Silas Deane Highway
Wethersfield, Connecticut 06109

Dear Mr. Russell

In response to the advertisement in the September 23rd issue of *Wethersfield Business Life*, this letter is to express an interest to be considered for the position of Host in your establishment. Please consider this my formal application for employment.

For your reference, my resume is enclosed. You will note that I am currently employed at Tim Horton's in Wethersfield. In this position I am responsible for customer services, operating a cash register, and general food preparation. I have taken 2 years of food service classes at Wethersfield High School as well as Marketing and Word Processing. In the fall of 2008, I am planning to continue my education in the field of restaurant management. I am confident that I would be able to offer you a quality employee, who is able to combine customer relations with the energy and excitement that is required in the food service industry.

Any further information you desire will be gladly furnished upon request. I look forward to learning more about the available position, and am eager to meet with you to further discuss my qualifications. Should you wish to contact me to arrange a mutually convenient time for an interview, I am best reached by telephone. My number is (860) 571-9000. Thank you, in advance, for your consideration.

Sincerely,

Michael Thomas Smith

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Enclosure: Resume

MICHAEL THOMAS SMITH
123 Main Street
Wethersfield, CT 06109
(860) 571-9000

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