

LETTER 4 -Type the letter
make the corrections indicated
with the proofreader marks

Current Date)

Mr. Jacob Reis, Manager
Longhorn Department Store
1366 South State St.
Chicago, IL 60616

Dear Mr. Reis:

Thank you for sending me an application for the position of
a part-time clerk in your store.

I am currently working part time as a clerk at the One-A
Supermarket. My cooperative education teacher assisted
me in obtaining this position and I have been on this job for
2 years.

As is requested on the form, I am asking that the letters of
recom^mendation be sent to you. You will receive letters from
my cooperative teacher, current employer, and scout leader
within the next few days. The high school office administ^ration
will send you a transcript of my grades.

As I indicated in my letter of application, I will be complet^eing
high school in June and will enroll at Northern Illinois
University in September. I am pleased with the position you
are offering me, and I know the position will assist me in
financing my college education.

I look forward to meeting you, my fellow employees, and our
customers in ~~July~~^{June}.

Sincerely yours,

Kyle Long
4578 Chicago Road
Evanston, IL 62242