

Anita Jackson  
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May 18, 1997

Mr. Terrence Norton

Norton Enterprises.  
9112 Barber Drive  
Seattle, WA 98141

Dear Mr. Norton,

Mr. Samuel Pearson recently advised me of a Personal Assistant position that is currently available at your company, Norton Enterprises. From my enclosed resume, you will find that my experience meets the requirements you've outlined for the position.

As the secretary for B.R. Harding Jr., over at Gleason Works Industries, I've learned, from years in the trenches, what it means to be constantly on the move and have even the smallest details be of the greatest significance, during the heat of business negotiations. I also appreciate the importance of following through on each and every assignment, till it is completed with absolute accuracy.

Mr. Pearson has assured me that the two of you have already spoken at length about the possibility of my coming on board at your firm, and that you seemed most eager to discuss the move at my earliest convenience. I thank you for your kind consideration, but I believe that it is I who should be available, when the time is right for you.

Your reputation as a fair minded and fully competent manger precede you sir, and I believe you possess the necessary vision to ultimately lead a strategically planned team effort into the next millennium, and well beyond.

On Monday morning, between the hours of 9:00 and 10:00 a.m., I will be calling you, in order to establish a time that we can meet to answer each other's questions and perhaps conduct a full-on interview, if things seem to be progressing in a positive direction. I look forward to that meeting!

Sincerely,

Anita Jackson

Enclosure: resume