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78 Larkspur Road
Plantsville, Ct 06479

Ms. Helen Weiss
Personnel Director
National Computer Sales
15 Main Street
Hartford, CT 06109

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78 Larkspur Road, Plantsville, Ct 06479
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March 14, 2008

Ms. Helen Weiss
Personnel Director
National Computer Sales
15 Main Street
Hartford, CT 06109

Dear Ms. Weiss,

I am responding to the full-time intern position advertised in yesterday's *Philadelphia Inquirer*. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Nation Family Care Hospital.

I recently received my education from Radnor High School. I have become very interested in the field of medicine and I would enjoy helping others. This job would help me accomplish my goal.

In addition to my coursework, I have the following credentials:

- I volunteered many hours at Bryn Mawr Hospital
- Spent a summer at the University of Pennsylvania Hospital as an intern

As you can see by my resume, I am well qualified for this position. I will call you next week so we can set up a time to discuss my career opportunities at National Family Care Hospital. If you would like to speak to me before then, please call me at (860) 555-4499.

Sincerely,

Steve Kim

Enclosure: Resume