**![MC900196202[1]]()Jack Lang**

[Street Address] New York, NY 55900, H: 555-555-5555, [Email Address]

**Today’s date**

Mr. Gilbert Snow

Snow-Crest Ice cream

Street Address, City, State, Zip

 **Re: Summer Job Position**

Dear Mr. Snow,

In response to your ad on the bulletin board in our community college dining room, I’m very interested in your position of ice cream truck driver.

I am unclear whether the position involves driving a truck from the factory to stores or whether it involves driving around an ice cream truck to sell ice cream to children, but either one is fine with me. I have a driver’s license (Class B CDL) and am a careful driver.

Although I am enrolled in college, my previous summer experience has included:

* Driving day camp buses
* Unloading produce and other food supplies from trucks to the camp kitchen
* Selling snacks at a concession booth at baseball games

As you see, I have experience driving, unloading, and selling, so either position mentioned above is familiar to me. I am punctual, polite, and will reflect well on your company.

Please let me know when would be a convenient time for us to meet. I am at the end of my exam season, so my schedule is very flexible.

Thank you.

Jack Lang