Stephen Torres

218 Forest Glenn Court

Gainesville, Florida 32606

(352)555-3333 storres@gmail.com

(Today’s Date)

Mr. Andy L. Newsome

ABC Computers

319 N.E. 1st Ave

New York, New York 2000

Dear Mr. Newsome:

I am responding to your advertisement in the *New York Gazette* for a Computer Technician at ABC Computers. I am seeking full-time employement, however, I would be please with any part time oportunities in your organization. I am available for an interview at your convenience My home phone number (352) 555-3333. I look forward to hearing from you.

I have successfully upgraded systems with the lastest version of Windows.

As an assistant in the schools computer lab, I have assisted students and staff with various computer needs. You will find me to be hard working, energetic, and able to work without supervision.

Sincerely,

Stephen Torres

Enclosure: Resume