

Charles Cook

406 W Main Street, Montour Falls, NY 14865 | (607) 535-7489 | charlescook@gmail.com

ATTN: Jesse Woodhull
Lumber Merchant Inc.
Village of Montour Falls
123 Main Street
Montour Falls, NY 14865

January 1, 1864

Dear Mr. Woodhull,

I am writing to apply for the full-time position of Lead Sales and Lumber Merchant as described in the Havana Journal. After reviewing your post, I am confident that I would be an excellent fit for your company. In addition to my extensive experience in sales and marketing, I also enjoy recruiting new clients and performing outreach tasks.

As a recent graduate from Cook Academy, I have open availability including nights and weekends. In my previous jobs I have worked with QuickBooks accounting software as well as budgeting departments. Joining your team is the ideal next step in advancing my career and further developing necessary skills. I

Additionally, I've attached my resume for your review which includes my educational background, goals, and experience. I'd love the opportunity to meet with you in-person to continue this conversation. I can be reached via email at charlescook@gmail.com or by phone at (607) 535-7489. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Charles Cook