

## Invited Style in Block Format\*

**Heather Barker**  
702 Oaktree Terrace  
Bridgewater, NJ 08807  
609-630-9999

September 1, 2016

Mr. John Janson  
Human Resources Department  
Miller Multiplex Corporation  
8 Sumner Court  
Haddonfield, NJ 08000

Dear Mr. Janson,

As I read your ad in the *Gazette* for an accountant, I knew immediately that I could offer exactly the solid experience and skills you describe.

While earning my bachelor's degree in accounting at Stockton University, I worked in the financial accounting field full-time. In my present position, I not only have further developed my management and technical skills, but greatly reduced the operating costs and time spent recording routine financial accounting services.

I am convinced that I am particularly well suited to meet the challenges of your position. Within two weeks I will contact you to confirm that you have received my application material. At that time, I would welcome the opportunity to schedule a personal interview to further discuss my potential fit with Miller Multiplex Corporation.

Thank you for your time and consideration.

Very truly yours,

Heather Barker  
[barker@yahoo.com](mailto:barker@yahoo.com)

Enclosure

***\*The writer is responding to a classified ad in a specific publication. Note how she confidently states that she possesses the necessary skills, and then supports the statement with facts.***