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American Pencil Company
1234 Lead Drive
Portland, OR 97201

Dear Ms. Sharpie,

I am writing to apply for the position of pencil seller at your company. I read about the position on monster.com while searching for open positions in Portland. When I read about the pencil seller job, I knew that I needed to apply.

I first held a pencil in my hand when I was four years old. My older sister was teaching me to do math and she wanted me to be able to correct my mistakes. The ability to write and edit is essential to someone of my background. I hold a masters degree in journalism and while I was studying for this degree, I realized how silly we can be when using pen rather than pencil. Our egos get in the way. Even the best writer and editor makes mistakes. We must be ready, willing, and hold the tools to correct our mistakes as we go. For this reason, pencils are essential tools in every purse or bag I carry with me.

I'm currently teaching at a pedagogical university in Ukraine. One of the topics we are covering right now is the impact of technology on our lives. Technology is making it easier for paper companies to go broke and writing utensils to become less important in the lives of young people. There are many students who mourn the changes technology is forcing upon us. If given the position of pencil seller, I plan to tell my customers about the importance of writing utensils. Holding pencil to pencil and drawing is original and true art. Though digital art may be a wave for the future, sketching and pencil art is past, present, and future art.

Though I have never been a pencil seller before, I gained valuable sales skills while teaching, working at US Bank, and writing. Sales is about getting people interested in an idea. I have a unique and fun way of involving people in whatever task I have to complete. I have been able to accomplish many projects in the past year in Ukraine that my colleagues believed could never happen. As a pencil seller at American Pencil Company, I will do my best to get people involved and excited about our product.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Sharece Bunn