

Mr. John Smith  
Human Resources Manager  
Haupt Books Ltd  
421 Chicago Street  
Newark  
New Jersey

Dear Mr. Smith,

I am writing to you in the presence of several other individuals who are also interested in your August

I am conducting a semi-qualified/certified program which has operations in highly skilled, high quality manufacturing facilities. These I would like to have been the only full-time employees working on all essential aspects of the books. Increasing demand to the book-selling level of production. Several of them are very well qualified including a long history of experience in the field. They are being recruited in the following way: reviewing the company's budget, Accounting Dept. as well as being efficient.

I have found it difficult to hire a good employee based upon his/her ability to perform the work to be done. All my knowledge and experience is now being used to find others responsible for the full range of planning and technical skills, as well as the opportunity to work and work with a range of people who are able to do the things that are required in my work.

I am also looking for someone who will give you additional information on the background and I would welcome a phone call to discuss the program with you. You are welcome to call me at (212) 523-1234.

I look forward to hearing from you.

Yours sincerely,

John Smith

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1. Look at the above list of applications which is designed to answer the questions, apply methods, qualifications, experience, responsibilities, etc. to the job.

2. Answer the following questions:

- a) Why do you think you are the best?
- b) How do you think you are the best?
- c) How do you have the required skills and experience to get the job done?
- d) What are the qualifications that distinguish you from the others?
- e) What are the reasons and impact?

3. Match the following definitions with the paragraphs from the letter:

- 1. personal information, experience, etc.
- 2. technical skills - experience
- 3. general characteristics, experience, etc.
- 4. required skills - experience