

Jeffrey Wilson
321 Park Street
(555)555-0901

Mark Greer
123 Main Street
Raleigh, NC 27608

June 3, 2011

Dear Mr. Greer,

Thank you for taking the time to meet with me about the landscaping position at Briar Ridge Golf and Tennis Club. Given my previous experiences with lawn care and maintenance, I believe I am an excellent fit for this position. You have a beautiful golf course and club area, and I would love to assist in maintaining its beauty through my attention to the grounds. Please do not hesitate to contact me with additional questions at (555) 555-0901 or Jeffreywilson@do2learn.com. I look forward to hearing from you.

Thank you,

Jeffrey Wilson

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