**Sandra Saunders  
123 SW 14th St., Apt. 12  
Salt Lake City, UT 12345  
123-555-XXXX  
example@unknown.com**

**April 20, 20XX**

**Mr. Lewis Ramirez  
Director of Human Resources  
Morton Salt, Inc.  
123 NE 34th St.  
Salt Lake City, UT 12345**

**Dear Mr. Ramirez,**

As a student at Brigham Young University, I am looking for summer employment. I'm an energetic person with a strong work ethic who isn't afraid to take on projects that require learning new skills.

Do you have any jobs available in your packaging department? I can start any time after June 9th, and would like to work 40 hours a week.

Thank you for considering my application. I look forward to hearing from you.

**Sincerely,**

**NAME**

**Enclosure: resume**