Josh Hontz

7616 W. Country Gables Dr.

Peoria, AZ 85381

623-680-0387

josh@joshhontz.com

August 27, 2010

Mr. Mike Wieser

Centennial High School

14388 N. 79th Ave.

Peoria, AZ 85381

Dear Sir

I am writing to you today because I wish to be considered for the job position you are currently hiring for.

Though I have never had an actual job before, I have been an integral part of several volunteer opportunities that have taught me the skills I need to be a productive, efficient employee in the workplace. I am confident that I will be able to exceed your expectations no matter what task I am assigned to do.

Aside from volunteering, I have run several home businesses in the past. From these businesses, I have learned how to be a leader and take necessary steps to ensure that projects and duties are performed quickly and accurately. Furthermore, I have taken a handful of business classes online and in school, so I know about business communications, responsibilities, and relationships with coworkers. I will work well with others (even if those “others” may be difficult to get along with) and use my skills in humor, communication, and perfectionism to ensure that customers and clients have the best possible experience when the visit your company.

Also, I enjoy adding humor and wit to my daily activities, so if you enjoy puns that will lighten the mood and boost the spirits of everyone around, I can (and will) bring that to the table.

Thank you for considering me for this position, and I look forward to hearing from you in the near future.

Respectfully

Josh Hontz