



Rachel Jacobs

March 22, 2000

To Whom It May Concern,

I am writing to request that you look at my picture and resume and consider me for work with your agency. I am an 8th grade student at Harris County Carver Middle School in Hamilton, Georgia. I am sending this as a class assignment for my drama class. Please send me comments regarding my picture and resume. I would very much be interested in your suggestions or comments. Thank you in advance for your time and consideration.

Sincerely,