Logan Barnett

112 Waverly Way

Clarksburg, WV 26301

October 28, 2015

Mr. Stanislaus Von Brawn

Private Owner

Academi Security

850 Puddin Ridge Rd.

Moyock, NC 27958

Dear Mr. Von Brawn:

I am a recent high school graduate and I am writing to express my interest in an entry-level position at Academi Security. I learned of the opening through extensive online research on your company. I want to work and gain related experience that will help me in my eventual professional career upon college graduation. I have enclosed my resume to detail my goals, education, activities, and work experience.

I feel I would be good for this job due to my military history and training. I prefer hands on tasks and I am willing to put in the work in training. During my high school career I maintained a 3.9 cumulative GPA. I have also been trained in Microsoft Office to create documents such as letters, reports, spreadsheets, databases, and computerized presentations. I am also familiar with areas of business management functions, customer service techniques, payroll applications, credit and insurance, the economic business cycle, and international business.

I am very interested in working at Academi Security. I would welcome the chance to discuss any open entry-level positions you have. I may be contacted at 304-629-9130, if you have any further questions or to schedule a phone call or interview.

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely,

Logan Barnett

Enclosure